CHAPTER 21

SPECIAL LOGISTICS SUPPORT PROCEDURES

Section 21A—RESEARCH, DEVELOPMENT, TESTS, AND EVALUATION (RDT&E) SUPPLY SUPPORT.

21.1. Chapter Summary.

21.1.1. This chapter provides special logistic procedures according to the following four categories:

21.1.2. Special Supply Support Arrangements. **Section 21A** through **Section 21H** explain how to provide support to or receive support from specific organizations and locations when standard procedures have not been established or when standard procedures are not sufficient to satisfy Supply needs.

21.1.3. Special Pricing Procedures. **Section 21I** and **Section 21J** explain how to change stock record accounts during base closures and how to adjust details and inventories when international exchange rates fluctuate.

21.1.4. Special Asset Management Procedures. **Section 21L** through **Section 21S** provide ways to control unusual assets or assets needing limited control under unusual circumstances.

21.1.5. Base/Command Unique Procedures. **Section 21T** through **Section 21U** are reserved for bases and commands to provide their own instructions for special support, unique programs, or unique management products.

21.1.6. Communication-Computer Systems Installation Management. **Section 21V** explains base level project manager and supply responsibilities for communication-computer systems installations.

NOTE: Post-post and wartime procedures are explained in chapter 32, Contingency Processing. Chapter 32, section 32C provides guidelines for designing a plan to deal with circumstances that require off-site processing.

21.2. Overview.

21.2.1. Section Summary. This section establishes the specialized activities and procedures required to maintain a supply support organization that will support scientific and technical personnel in the most efficient and effective manner possible. This section begins with an explanation of the purpose, organizational structure, and responsibilities of LMCA and/or Customer Logistics Support Teams/Sections. Then support procedures are given for NSN, recurring non-NSN, and non-recurring non-NSN supplies and equipment. Next, the equipment management responsibilities necessary for internal management of RDT&E organizational equipment are explained. Finally, guidelines are provided for processing excess materiel.

21.2.2. Purpose. The special nature of the support of RDT&E programs (including a high rate of demand for nonrecurring, non-NSN, and certain emergency items) prevents the complete use of the SBSS for obtaining such items. Therefore, the following procedures have been designed to facilitate the greatest possible use of the SBSS, and to provide effective methods for the RDT&E activities to obtain nonlisted and certain emergency requirements directly through procurement channels.

21.2.3. Scope. The procedures in this section apply to the following activities:

21.2.3.1. All AFMC Research, Development, Test, and Evaluation laboratories, including the ASD (except for ASD flight line support), and their respective support base activities.

21.2.3.2. AFIT for AU.

21.2.3.3. Air Force Office of Scientific Research (for AFMC and for student RDT&E projects sponsored by the Air Force Office of Scientific Research).

21.2.3.4. AFIT School of Engineering (for master and doctorate thesis and for faculty research).

21.2.3.5. FASTC for AIA.

21.2.4. Authorization. Procedures referring to laboratory support stocks and temporary storage areas are limited to RDT&E laboratories and those RDT&E centers and divisions specifically authorized by HQ AFMC to retain items having an anticipated future usage. Activities other than laboratories, ASD, or FASTC are authorized only for laboratory support stocks, project holding, and temporary equipment holding areas. These procedures are applicable when the laboratories or centers are supported by either an AFMC base or are supported as a tenant of any other MAJCOM base. In the event of differences between the procedures in this section and those in other parts of AFMAN 23-110, these procedures will take precedence.

21.3. Logistic Materiel Control Activity (LMCA) and/or Customer Logistics Support Teams/Sections.

21.3.1. Purpose. The Logistic Materiel Control Activities (LMCA) and/or Customer Logistics Support Teams/Sections exist to provide non-standard support to the RDT&E functions primarily due to the volume of non-standard materiel required. The LMCA's and/or Customer Logistics Support Teams/Sections were created from RDT&E resources to enhance support to science. They were given authority to by-pass the AF Supply Management Activity Group (SMAG), and were given the authority to use imprest funds and other innovative small procurement techniques such as credit cards, blanket purchase arrangements, and Standard Form 44 purchase authority. The single custodian concept of equipment management is employed along with a bar code technology to expedite equipment inventory. The materiel handling function provides moving services and unique storage of materiel unlike a standard supply activity. All of these services are intended to expedite support to science, and to create a supportive environment that does not involve numerous administrative tasks that would prevent scientists from performing their work.

21.3.2. Organizational Structure. Logistic materiel control activity (LMCA) and/or Customer Logistics Support Teams/Sections will be established as the supply support focal point between organizational personnel, the SBSS, and procurement support activities. The LMCA and/or Customer Logistics Support Teams/Sections will be assigned to and manned from the activities to which these procedures apply. AFMC Regulation 67-8 provides the organizational structure to be used for the LMCA and/or Customer Logistics Support Teams/Sections. AFMC will make certain that the organizational structure, functions, and internal procedures are standardized throughout the AFMC laboratories, divisions, and selected centers. FASTC will use the AFMC regulations to govern their LMCA and/or Customer Logistics Support Teams/Sections with any exceptions documented in a supplement.

21.3.3. Responsibilities. The LMCA and/or Customer Logistics Support Teams/Sections receives requirements from the organizations and submits them to the SBSS or procurement channels, as necessary. The LMCA and/or Customer Logistics Support Teams/Sections is responsible for the following actions:

21.3.3.1. To receive, turn in, and/or dispose of all supplies and equipment.

21.3.3.2. To deliver supplies and equipment to the individual organizations.

21.3.3.3. To inventory, validate, and maintain intra organizational control of in-use equipment.

21.3.3.4. To provide for temporary storage of project equipment, project supplies, and other supplies and equipment as specified by AFMC Regulation 67-8.

21.3.3.5. To prepare necessary documentation for input of requirements and to provide accounting and reporting data into the supporting SBSS and procurement system, as required by subsequent procedures.

21.3.4. Supplements for AFIT. Headquarters Air University Supply staff (HQ AU/LGS) will supplement these special procedures as appropriate to the mission and organizational structure of the AFIT. Supplements specifically designed for AFIT are necessary because AFIT does not have a formal Materiel Control Activity and, therefore, not all of the procedures in this section will be applicable. HQ AU supplements will be consistent with these special procedures.

21.4. Documentation.

21.4.1. Document Control System. The LMCA and/or Customer Logistics Support Teams/Sections is authorized to establish a formal document control system for internal use by the LMCA and/or Customer Logistics Support Teams/Sections. AF Form 36, Supply Document Register, will be used for this purpose according to part one, chapter 3. This document will be maintained to clearly indicate those documents (requests for purchase, receipts, issues) pertaining to materiel procured by the base contracting activity. Normally, such materiel will consist of non-NSN items purchased with RDT&E funds according to AFR 67-19 and NSN items (DOD managed items with valid NSN) purchased locally according to volume 1, part 1, chapter 8.

21.4.2. Items Requested from SBSS. If an NSN item of supply is requested from the SBSS, LMCA and/or Customer Logistics Support Teams/Sections enters the SBSS issue document number in the document number field of the AF Form 2005, Issue/Turn-In Request. If an NSN item of equipment is requested from the SBSS, the LMCA and/or Customer Logistics Support Teams/Sections control number will be entered in block 2 of the AF Form 601.

21.4.3. Items Requested from Base Contracting Activities. Procurement actions (that is, direct purchase requests to the base contracting activity) will be documented by using the AF Form 9, Request for Purchase. LMCA and/or Customer Logistics Support Teams/Sections will use DD Form 1348-6, Request for Non-NSN Local Purchase, for imprest fund purposes and for providing lengthy nomenclature and specification data. All transaction documents will be controlled and filed using control numbers from the Supply Document Register (AF Form 36).

21.4.4. Audits. The Document Register and its supporting document file will be maintained within the LMCA and/or Customer Logistics Support Teams/Sections and are subject to audit. Subject files will be disposed of according to AFM 12-49.

21.5. Support for NSN And Recurring Non-NSN Supplies.

21.5.1. Requisitioning. All organizational demands for NSN and recurring non-NSN supplies will be requested from the SBSS on a fill or backorder basis. LMCA and/or Customer Logistics Support Teams/Sections are authorized to contact AFMC centers to determine availability of items. In those cases when the SBSS requisition is backordered and the EDD exceeds the required delivery date for

UND A and B, the LMCA and/or Customer Logistics Support Teams/Sections revalidates the required delivery date, and may then cancel the requisition in favor of using imprest fund or direct procurement as authorized in AFR 67-19 and volume 1, part 1, chapter 8.

21.5.2. Issue/Turn-In Documents. The LMCA and/or Customer Logistics Support Teams/Sections provides the support Base Supply activity with pre-researched, fully completed DD Form 1348-6 or AF Form 2005, Request for Issue/Turn-In (according to chapter 11, section 11A). The completed form should include the LMCA and/or Customer Logistics Support Teams/Sections document control number in the work order field. Local (L) or (P) stock numbers will not be assigned by the LMCA and/or Customer Logistics Support Teams/Sections; the SBSS Demand Processing will assign these stock numbers according to chapter 2.

21.5.3. Authorization for Commercial Standard Items. The LMCA and/or Customer Logistics Support Teams/Sections are authorized to procure commercial standard items instead of requisitioning NSN or military standard items. This authority covers those instances when the item locally procured is superior to the item available through the SBSS either because it is better suited to RDT&E requirements or because it is significantly less expensive. Detailed procedures are outlined in AFMCR 67-8.

21.5.4. Sales Estimates. The LMCA and/or Customer Logistics Support Teams/Sections provides the Chief of Supply funds manager with the estimated sales values for supplies and equipment from the LMCA and/or Customer Logistics Support Teams/Sections budget estimate. These sales estimates will be given to the funds manager when he needs them to prepare SMAG operating programs. The LMCA and/or Customer Logistics Support Teams/Sections must make certain that the values submitted to the funds manager reflect realistic values of expected funding.

21.5.5. Bench Stocks. Bench stocks, consisting of recurring expendable supplies, may be established within the organizations according to chapter 25. Organizational bench stocks will be validated semiannually. Items deleted from bench stock, but which have an anticipated use, may be placed in attrition stock for not longer than 18 months.

21.5.5.1. The LMCA and/or Customer Logistics Support Teams/Sections establishes bench stock requirements, validates bench stock requirements semiannually, inventories bench stock locations, and physically replenishes bench stock bins.

21.5.5.2. The support Base Supply maintains the master bench stock file furnishes the LMCA and/or Customer Logistics Support Teams/Sections a copy of the semiannual Bench Stock Validation List, and delivers bench stock replenishment issues to the LMCA and/or Customer Logistics Support Teams/Sections central receiving activities.

21.5.6. Delivery. The SBSS will deliver in-stock supplies and supplies obtained from external sources directly to the LMCA and/or Customer Logistics Support Teams/Sections central receiving activity. Post-post procedures may be used to expedite movement of supplies from Base Supply to the LMCA and/or Customer Logistics Support Teams/Sections in specific cases where quick action is warranted (for example, in the event of a work stoppage).

21.5.7. Item Holding. The following items may be retained if future use is anticipated: attrition stocks (items removed from bench stocks due to lack of consumption), expendable items received for projects but not used, and special supply spares received to support nonstandard test equipment. The LMCA and/or Customer Logistics Support Teams/Sections or authorized RDT&E facility commander will maintain accountability of assets retained in attrition stocks. These assets will be

reviewed by the LMCA and/or Customer Logistics Support Teams/Sections or RDT&E commander at least every 18 months to identify those items no longer required.

21.5.8. Project Holding Areas. Project holding areas encourage technicians to preplan project requirements, to provide a secure storage area for materiel, and to ensure the availability of materiel when scientists begin their work.

21.5.9. Working Stocks. Maintain working stocks (normally used on assemblies for a specific project) on the work bench in a neat, orderly manner. Working stocks will be replenished from bench or attrition stocks, or they may be obtained through the LMCA and/or Customer Logistics Support Teams/Sections.

21.6. Support for Nonrecurring Non-NSN Supplies.

21.6.1. Requisitioning. The LMCA and/or Customer Logistics Support Teams/Sections may process requirements directly to the support base activity and bypass the Standard Base Supply System for nonrecurring non-NSN supplies. If direct procurement is used, the LMCA and/or Customer Logistics Support Teams/Sections must perform all necessary research and document preparation (including assignment of an LMCA and/or Customer Logistics Support Teams/Sections document control number and inclusion of any required supporting data).

21.6.2. Direct Purchases. Use an AF Form 1348-6 for processing requirements procurable through imprest funds. Submit all other requirements to the contracting activity by means of AF Form 9. Enter RDT&E funds on the document for all direct procurement and imprest fund purchases.

21.6.3. Receiving. In all procurement actions the specifications must include direct delivery of items procured to the LMCA and/or Customer Logistics Support Teams/Sections receiving point according to the following process:

21.6.3.1. The base contracting activity makes certain that LMCA and/or Customer Logistics Support Teams/Sections receives a copy of the DD Form 1155 order document, or in case of BPA/BDO calls, that LMCA and/or Customer Logistics Support Teams/Sections receives an annotated copy of the AF Form 9 with contract number, call number, purchase cost, vendor code, order date, and delivery date.

21.6.3.2. LMCA and/or Customer Logistics Support Teams/Sections reproduces sufficient copies to ensure that required actions are completed for receiving, internal funds management, and Accounting and Finance. LMCA and/or Customer Logistics Support Teams/Sections completes DD Forms 1155 and/or DD Forms 250 (as required), performs other prescribed receiving actions, and carries out distribution to satisfy contracting and Accounting and Finance requirements.

21.7. Equipment Support.

21.7.1. Responsibilities.

21.7.1.1. Host Base. The host base Chief of Supply is responsible for accounting and reporting of all equipment and for providing Tool Issue Center support. The host base is also responsible for personal and individual survival equipment support. The host MAJCOM must give approval for the LMCA and/or Customer Logistics Support Teams/Sections to process equipment type transactions in the SBSS. Once approval is given, the host base Chief of Supply will designate (in local supplements to the applicable chapters of volume 2, part 2) the type of transactions the LMCA and/or Customer Logistics Support Teams/Sections is allowed to process. In addition,

specific designation must be made indicating who will sign documentation output from these transactions if other than the normal responsible base supply official. For example, the document output from an FEC transaction is normally signed by the Base Supply Materiel Management Officer. The host base Chief of Supply could designate the LMCA and/or Customer Logistics Support Teams/Sections Chief or LMCA and/or Customer Logistics Support Teams/Sections Equipment Branch Chief to sign FEC documents processed by the LMCA and/or Customer Logistics Support Teams/Sections.

21.7.1.2. Logistic Materiel Control Activity (LMCA) and or Customer Logistics Support Team/ Section. The designated LMCA and/or Customer Logistics Support Teams/Sections will have authority and responsibility for the following:

21.7.1.2.1. Equipment authorization approval (ERAA authority).

21.7.1.2.2. Inventory of in-use equipment.

21.7.1.2.3. Temporary storage.

21.7.1.2.4. Forwarding of all equipment requirements requiring approval action to the parent CEMO through the AFEMS (C001) using the on-line allowance change request (TACR).

21.7.1.2.5. Providing information required by Equipment Management in order to reply to inquiries for AFEMS (C001) and SNUD.

21.7.1.2.6. Those functions listed in chapter 22, section 22D which are not changed by these special procedures.

21.7.1.3. AFMC. AFMC is responsible for CEMT visits.

21.7.1.4. Equipment Management. Equipment Management will provide consolidated custody receipt listings (R14/NGV902 and R23/NGV839), as required. In cases where centrally procured equipment items can not be obtained from either base-level supply resources or IM sources, Equipment Management will request an obligation authority from the IM, if requested to do so by the LMCA and/or Customer Logistics Support Teams/Sections as authorized by AFR 67-19 and volume 1, part 1, chapter 8.

21.7.2. Authorized/In-Use Detail Records. The SBSS creates and maintains in-use accountable records for all RDT&E organization EAID. To establish authorized/in-use detail records, the LMCA and/or Customer Logistics Support Teams/Sections will provide Equipment Management with the approved AF Form 601 and other descriptive data (DD Form 1348-6).

21.7.3. Non-NSN Equipment.

21.7.3.1. Requisitioning. Non-NSN equipment requirements will be obtained in the same manner as nonrecurring non-NSN supplies. Direct R&D funding and procurement of EAID expense equipment will be restricted to RDT&E mission specific items only. All common support items (furniture and furnishings, administrative items, janitorial items, etc.) will be procured from established federal supply sources, except in emergencies justified under the provisions of AFR 67-19.

21.7.3.2. Followup. When necessary receiving actions have been taken, the LMCA and/or Customer Logistics Support Teams/Sections provides Equipment Management with the approved AF Form 601 and other descriptive data (DD Form 1348-6) as required to establish authorized in-use detail records. Use FED procedures to load the authorized/in-use detail record (see chapter 22,

section 22H). This action will prevent incorrect refund or reimbursement by the SBSS. Requirements for new item record loads will be processed (see chapter 27, section 27B).

21.7.4. NSN Equipment.

21.7.4.1. Requisitioning. NSN equipment items (ERRC Code N) will be procured through the host base as required by chapter 22. ERRC authority is retained by the LMCA and/or Customer Logistics Support Teams/Sections. Equipment requirements processed under the authority of AFR 67-19 and volume 1, part 1, chapter 8 may be procured (citing RDT&E funds) by the procedures outlined above, and AFMCR 67-8.

21.7.4.2. Followup. LMCA and/or Customer Logistics Support Teams/Sections will process the authorization and receiving documents to the support Equipment Management within 3 working days after receipt of the property from procurement. FED procedures will be used to load the authorized/in-use detail records (see chapter 22, section 22H.)

21.8. Equipment Management.

21.8.1. Objective. This paragraph establishes the responsibilities and controls necessary for internal management of RDT&E organization equipment. (See AFI 23-111 for additional guidance.)

21.8.2. Custody Receipt Accounts.

21.8.2.1. Single Custodian Concept. The LMCA and/or Customer Logistics Support Teams/Sections will use the single custodian concept. An individual will be designated as the custodian for all property within the organization and will be responsible to Equipment Management for the property, even though several sub-accounts are used for ease of management. The LMCA and/or Customer Logistics Support Teams/Sections will determine the number of accounts needed for effective internal management(that is, individual organizations or off-base locations). The LMCA and/or Customer Logistics Support Teams/Sections also will maintain on file all supporting documentation for authorization of equipment.

21.8.2.2. Listings. Equipment Management will provide custody receipt listings to the LMCA and/or Customer Logistics Support Teams/Sections.

21.8.3. Equipment Inventory. The LMCA and/or Customer Logistics Support Teams/Sections conducts inventory of organizational custody receipt accounts according to applicable procedures outlined in chapter 20, section 20E.

21.8.3.1. Initial Actions. The LMCA and/or Customer Logistics Support Teams/Sections is responsible for the following actions: to conduct inventories by account on a phased basis, to initiate necessary action to adjust overages and shortages, and to advise Equipment Management of the annual inventory schedule.

21.8.3.2. Followup. Upon completion of the annual inventory of each custody receipt account, the following actions must be taken:

21.8.3.2.1. The custodian signs both certificates that appear on the last page of the CA/CRL (see chapter 6, attachment 6B-14).

21.8.3.2.2. The subcustodian signs, upon completion of the annual inventory of each subcustody account, both certificates that appear on the last page of the CA/CRL (R14) (see chapter 6, attachment 6B-14). The subcustodian returns copy 1 of the CA/CRL to the LMCA and/or Customer Logistics Support Teams/Sections and retains copy 2.

21.8.3.2.3. LMCA and/or Customer Logistics Support Teams/Sections provides Equipment Management with the signed copy 1 of the Consolidated Custody Receipt Listing (R23) and retains copy 2.

21.8.4. Utilization Surveys. The organizational commander/director is responsible for utilization surveys as outlined in volume 4, part 1, chapter 7. This individual makes certain that all excesses are identified and purged from the organizations.

21.8.5. Temporary Storage. Both the LMCA and/or Customer Logistics Support Teams/Sections and authorized AFMC RDT&E activities are authorized to establish and maintain temporary storage areas. The following items are authorized for such storage: project equipment, organizational equipment, and other equipment items which are not currently in use but for which a future requirement is anticipated. Unless a substantiated future requirement is validated, the maximum period for temporary storage is 6 months. Annotate all equipment items in storage with both the date the items were placed in storage and the date when review is due.

21.8.6. ASC 040/049 Shop Validation. The following readout must be obtained at least annually by all AFMC activities (excluding medical units), based on the volume of records maintained: a selective readout of all 040/049 shop authorizations in organization and shop code sequence with page eject between organization and shop codes (see chapter 5, section 5A for mandatory utility programs). The last page of each listing will contain this printed statement:

I HAVE REVIEWED EACH ITEM LISTED. FOR EACH ITEM, I VALIDATE

(1) ITS CONTINUED REQUIREMENT AND (2) ITS USE ON MULTIPLE

PROJECTS, UNLESS OTHERWISE ANNOTATED (for the custodian/subcustodian signature and date).

See AFMCR 67-6 for specific procedures and time frames for the validation program. If a large volume of records accumulates, it may be advantageous to validate the records in increments (half in June and half in January, or even by quarters--January, June, September, December). If, however, a small volume of these records does not appear to warrant a computer readout, a typewritten validation sheet may be used.

21.9. Excess Materiel (Supplies And Equipment).

21.9.1. NSN Items. Process excess NSN supplies and equipment directly to the SBSS.

21.9.2. Non-NSN Items. Non-NSN serviceable supplies will be turned in to the SBSS Receiving for disposal action according to chapter 13, section 13C and chapter 15, section 15G. AFMC and other DOD R&D activities will screen excess non-NSN equipment items. LMCA and/or Customer Logistics Support Teams/Sections will turn in items not redistributed in this manner to the SBSS Receiving for processing to DRMO.

21.9.3. Condemned Items. Turn in condemned XB3/XF3 NSN and non-NSN items to the SBSS Receiving for disposal action according to chapter 13, section 13C and chapter 15, section 15G.

Section 21B—USAF E-3 SUPPLY SUPPORT.

21.10. Overview.

21.10.1. Section Summary. This section outlines special support procedures designed to provide rapid and positive response to E-3 logistics requirements worldwide. The paragraphs below first

identify the mission and locations of E-3 aircraft. Then E-3 support responsibilities are explained for the SCP, host base Supply activities, and AFMC system and item managers.

21.10.2. Purpose. All E-3 units are tenant units which rely on the host base for support. The E-3 units at Tinker and Kadena have organizational- and intermediate-level maintenance capability while the other locations have organizational level only. Thus, these special procedures are needed to supplement normal USAF procedures (support for the E-3 will be according to normal procedures except for the special responsibilities explained in this section).

21.10.3. Scope. These guidelines apply to all organizations having support responsibilities for USAF-owned E-3 aircraft. They do not apply, however, to NATO or other than USAF aircraft.

21.11. E-3 Sentry Mission and Locations.

21.11.1. Mission. The E-3 Sentry is a combination of high-value, small-PAA and a highly dispersed AWACS. The AWACS consists of all elements (airborne, ground support equipment, facilities, and personnel) required to provide command and control functions for 1) global deployment and employment of tactical forces, and 2) a survivable warning, surveillance, and control system for the defense of the United States.

21.11.2. Locations. All E-3 aircraft are assigned to the 552AWACW (ACC), Tinker AFB OK, which is the only operational USAF E-3 wing. Additional E-3 units are located as follows: 960AWAC Support Squadron, Keflavik MS, Iceland; 961AWAC Support Squadron, Kadena AB, Japan; and 962AWAC Support Squadron, Elmendorf AFB, Alaska. In addition to these normal locations, E-3 aircraft frequently operate from deployed locations.

21.12. Sentry Control Point (SCP) Responsibilities.

21.12.1. Point of Contact. The Sentry Control Point, a 28AD (ACC) organization located at Tinker AFB OK, is jointly manned by personnel from the 28AD (ACC) and the E-3 system manager (AFMC). The primary responsibility of the SCP is to act as a single point of contact for providing and coordinating positive logistics support to the E-3. More particularly, the SCP is responsible for MICAP requisitions and selected critical spares.

21.12.2. MICAP Requisitions. The Sentry Control Point will act as follows to satisfy MICAP requisitions for all USAF E-3 aircraft requirements at all locations:

21.12.2.1. Determine the most expedient method for resolving the MICAP requisition (for example, retail stocks through lateral support, local manufacturer, WRM, depot repair, cannibalization action, aircraft rotation, or AFMC and DLA stocks).

21.12.2.2. Make certain that supply actions are completed regardless of the source from which the asset must be obtained.

21.12.2.3. Pass the requirement to the responsible IM when the requisition cannot be satisfied with SCP resources.

21.12.2.4. Process local manufacture requests directly to the 522AWACW for units receiving intermediate maintenance support from the 552AWACW/MA.

21.12.2.5. Determine if cannibalization should be made at any location to satisfy MICAP requests not satisfied through normal supply sources. The SCP will make such determinations in cooperation with 522AWACW/MA.

21.12.2.6. Obtain authority from the 552AWACW to withdraw E-3 WRM assets from any E-3 location to satisfy a MICAP condition, if required.

21.12.2.7. Monitor, track, and expedite MICAP shipments from the supply source to the locations where they will be used.

21.12.2.8. Furnish supply status on all SCP MICAP requisitions to the requesting organizations.

21.12.2.9. Prioritize MICAP requisitions for the supply source when competing MICAP conditions exist on the E-3 fleet.

21.13. Host Base Supply Responsibilities.

21.13.1. Standard Support. The host base Supply activity provides normal supply support to the E-3 organization.

21.13.2. Requisitions. In addition to providing normal support, the host base Supply will requisition all airframe (SRD AE3/AE4) MICAP requirements and selected critical items to the Sentry Control Point. When making these requisitions, the host base uses assigned FX Account 4837 routing identifier code DH1. The SCP provides the requisition status to the requesting Supply activity once the requirement has been satisfied.

21.14. AFMC Responsibilities.

21.14.1. System Managers. System managers will coordinate (review, sign, stamp, date, and initial) the list of items that the SCP recommends for SCP control. The system manager then sends the list to the IM/SM, who manages, signs, stamps, and dates the item.

21.14.2. Item Managers. Item managers will store specific E-3 wholesale stocks at the OC-ALC wholesale storage distribution point.

Section 21C—OPERATIONAL TEST AND EVALUATION.

21.15. Overview.

21.15.1. Section Summary. This section establishes the specialized activities and procedures required to maintain a supply support organization to support OT&E personnel in the most efficient and effective manner possible. First, the purpose and responsibilities of TTSC are explained. Then support procedures are given for NSN, recurring non-NSN, and nonrecurring non-NSN supplies and equipment. Next, the responsibilities and controls necessary for internal management of test team equipment are identified. Finally, instructions are given for processing excess supplies and equipment.

21.15.2. Purpose. The special nature of the support for OT&E programs (including a high rate of demand for nonrecurring, non-NSN, and certain emergency items) does not allow complete use of the SBSS for obtaining such items. Therefore, the following procedures have been designed to permit optimum use of the SBSS, and to provide effective methods for the OT&E activities to obtain nonlisted and certain emergency requirements directly through procurement channels.

21.15.3. Scope. The procedures in this section apply to all AFTEC managed OT&E activities supported as tenants of any MAJCOM base. Should differences occur between these procedures and those found in other parts of AFMAN 23-110, these procedures will take precedence.

21.16. Test Team Supply Custodian (TTSC).

21.16.1. Purpose. To accomplish the objective of providing support to OT&E personnel, a test team supply custodian will be established as the supply support focal point between the test team, the SBSS, and procurement support activities. The TTSC will be assigned to and manned from the OT&E organization.

21.16.2. Responsibilities. The TTSC receives requirements from the test team and inputs these requirements into the SBSS or procurement channels. The TTSC is responsible for the following actions:

21.16.2.1. To receive, turn in, and/or dispose of all supplies and equipment issued to the test teams.

21.16.2.2. To inventory, validate, and maintain control of in-use equipment.

21.16.2.3. To provide for temporary storage of project equipment, and other supplies and equipment.

21.16.2.4. To prepare necessary documentation for input of requirements and to provide accounting and reporting data into the supporting SBSS and procurement system.

21.17. Documentation.

21.17.1. Document Control System. The TTSC is authorized to establish a formal document control system for internal use by the test team. AF Form 36, Supply Document Register, will be used for this purpose as prescribed by volume 2, part 1, chapter 3. Maintain this document to clearly indicate those documents (requests for purchase, receipts, issues) pertaining to materiel procured by the procurement support activity. Normally, such materiel will consist of non-NSN items purchased with OT&E funds according to AFR 67-19 and NSN items (DOD managed items with valid NSN) locally purchased according to volume 1, part 1, chapter 8.

21.17.2. Items Requested from SBSS. If an NSN item of supply is requested from the SBSS, the TTSC enters the SBSS issue document number in the document number field of the AF Form 2005, Issue/Turn-in Request. If an NSN item of equipment is requested from the SBSS, the TTSC control number is entered in block 2 of the AF Form 601.

21.17.3. Items Requested from Base Contracting Activities. Procurement actions (that is, direct purchase requests to the base contracting activity) will be documented by means of AF Form 9, Request for Purchase. DD Form 1348-6, Request for Non-NSN Local Purchase, will be used for imprest fund purposes and for providing lengthy nomenclature and specification data. All transaction documents will be controlled and filed using control numbers from the Supply Document Register (AF Form 36).

21.17.4. Audits. The TTSC will maintain the document register and its supporting document file. The register and file are subject to audit. Dispose of files according to AFM 12-49.

21.18. Support for NSN and Recurring Non-NSN Supplies.

21.18.1. Requisitioning. All demands for NSN and recurring non-NSN supplies will be requested from the SBSS on a fill or backorder basis. In those cases when the SBSS requisition is backordered and the EDD exceeds the required delivery date for UND A and B, the SBSS will immediately notify the TTSC by telephone. Upon notification, the TTSC revalidates the required delivery date, and may

then cancel the requisition (citing OT&E funds) in favor of direct local purchase as authorized in AFR 67-19 and volume 1, part 1, chapter 8.

21.18.2. Issue/Turn-In Documents. The TTSC provides the support base Supply activity with pre-researched, fully completed DD Form 1348-6 or AF Form 2005, Request for Issue/Turn-In (according to chapter 11, section 11A). The completed form should include the TTSC document control number in the work order field. Local (L) or (P) stock numbers will not be assigned by the TTSC; the SBSS Demand Processing will assign these stock numbers according to chapter 2.

21.18.3. Fill or Kill Procedures. In those instances when NSN or recurring non-NSN supplies are urgently needed to satisfy a valid work stoppage (certified by the appropriate commander or director) the fill or kill procedures outlined in chapter 11, section 11A will be used. The use of these procedures must be kept at a minimum and must be fully justified on a case-by-case basis. Consumption data will be provided to the Chief of Supply, Stock Control, for updating the SBSS database records.

21.18.4. Sales Estimates. The TTSC provides the Chief of Supply funds manager with the estimated sales values for supplies and equipment from the TTSC budget estimate. These sales estimates will be provided upon request and will be used by the funds manager to prepare SMAG operating programs. The TTSC must make sure that these sales estimates reflect a realistic value of expected funding.

21.18.5. Bench Stocks. Bench stocks, consisting of recurring expendable supplies, may be set up according to chapter 25. Bench stocks will be validated semiannually. The TTSC will place non-NSN items that were deleted from bench stock, but which have an anticipated use, in attrition stock for not longer than 18 months.

21.18.5.1. The TTSC establishes and validates bench stock requirements semiannually, inventories bench stock locations, and physically replenishes bench stock bins.

21.18.5.2. The support base Supply maintains the master bench stock file, furnishes the TTSC a copy of the semiannual bench stock validation list, and delivers bench stock replenishment issues to the test team activity.

21.18.6. Delivery. The SBSS will deliver in-stock supplies and supplies obtained from external sources directly to the test team activity. Post-post procedures may be used to expedite movement of supplies from Base Supply to the test team if quick action is warranted for individual cases (for example, in the event of a work stoppage).

21.18.7. Item Holding. The following items may be retained if future use is anticipated: attrition stocks (items removed from bench stocks due to lack of consumption), expendable items received for projects but not used, and special supply spares received to support nonstandard test equipment. The TTSC or authorized OT&E commander will maintain visibility of assets retained in attrition stocks. To identify excesses for purging from the system, the TTSC or OT&E commander will review assets at least every 12 months.

21.18.8. Project Holding Areas. Project holding areas (similar to those holding areas permitted the Civil Engineering activity) encourage technicians to preplan project requirements, to provide a secure storage area for materiel, and to make certain that materiel is available when the test team begins its work.

21.18.9. Working Stocks. Maintain working stocks (normally used on assemblies for a specific project) on the work bench in a neat, orderly manner. Working stocks will be replenished from bench or attrition stocks, or they may be obtained through the TTSC.

21.19. Support for Nonrecurring Non-NSN Supplies.

21.19.1. Requisitioning. An AF Form 1999 or DD Form 1348-6 will be used to process requirements procured through imprest funds. All other requirements will be submitted to the procuring activity on AF Form 9 or DD Form 1348-1A. OT&E funds will be cited for all direct procurement of non-NSN nonrecurring supplies.

21.19.2. Receiving. In all contracting actions, items will be delivered to the SBSS Receiving. The responsibilities for such actions are as follows:

21.19.2.1. The procurement activity ensures that the TTSC receives a copy of the DD Form 1155, Order Document, and a copy of DD Form 1348-1A. In case of BPA/BDO calls, the procurement activity ensures that the TTSC receives an annotated copy of the AF Form 9 with contract number, call number, purchase cost, vendor code, order date, and delivery date.

21.19.2.2. The TTSC reproduces sufficient copies to ensure that required actions are completed for receiving, internal funds management, and Accounting and Finance. The TTSC also completes DD Forms 1155, 250, and 1348-1A (as required), performs other required receiving actions, and makes distribution to satisfy contracting and Accounting and Finance requirements.

21.20. Support for Equipment.

21.20.1. Responsibilities.

21.20.1.1. Host Base. The host base Chief of Supply is responsible for the accounting and reporting of all equipment and for providing Tool Issue Center support. The host base is also responsible for personal and individual survival equipment support.

21.20.1.2. Test Team Supply Custodian. The designated test team will have authority and responsibility for the following:

21.20.1.2.1. Equipment authorization approval (ERAA authority).

21.20.1.2.2. Inventory of in-use equipment.

21.20.1.2.3. Temporary storage.

21.20.1.2.4. Those functions listed in part 13 (formerly AFR 67-23) and those listed in chapter 22, section 22D, which are not changed by these special procedures.

21.20.1.2.5. Forwarding of all equipment requirements needing AF Form 601 approval directly to the AFTEC CEMO.

21.20.1.3. AFTEC. AFTEC will be responsible for CEMT visits.

21.20.1.4. Equipment Management. Equipment Management provides consolidated custody receipt listings (R14/NGV902 and R23/NGV839) to the TTSC, as required. In cases where centrally procured equipment items can not be obtained from either base-level supply resources or IM sources, Equipment Management will request an obligation authority from the IM, if requested to do so by the TTSC as authorized by AFR 67-19 and volume 1, part 1, chapter 8.

21.20.2. Authorized/In-Use Detail Records. The SBSS creates and maintains authorized/in-use detail records for all accountable equipment. The TTSC will provide Equipment Management with the approved AF Forms 601 and other descriptive data (DD Form 1348-6) required to establish authorized/in-use detail records.

21.20.3. Non-NSN Equipment.

21.20.3.1. Requisitioning. Non-NSN equipment requirements will be obtained in the same manner as nonrecurring non-NSN supplies. All common support items (furniture and furnishings, administrative items, janitorial items, etc.) will be procured from established federal supply sources, except in emergencies justified under the provisions of AFR 67-19.

21.20.3.2. Followup. Once an item has been received and necessary actions have been taken, the TTSC provides Equipment Management with the approved AF Form 601 and other descriptive data (DD Form 1348-6) required to establish authorized in-use detail records. Use FED procedures to load the authorized/in-use detail record (see chapter 22, section 22H.) This action will prevent incorrect refund or reimbursement by the SBSS. Locally assigned (L) stock numbers, if required, will be assigned by the SBSS Demand Processing.

21.20.4. NSN Equipment

21.20.4.1. Requisitioning. NSN equipment items (ERRC Code N) will be obtained from the host base Supply as required by chapter 22. Emergency equipment requirements processed under the authority of AFR 67-19 and volume 1, part 1, chapter 8 may be procured (citing OT&E funds) by the procedures outlined above.

21.20.4.2. Followup. The TTSC will process the authorization and receiving documents to the support Equipment Management within three working days after receiving the property. Use FED procedures to load the authorized/in-use detail records according to chapter 22, section 22H.

21.21. Equipment Management.

21.21.1. Objective. This paragraph establishes the responsibilities and controls necessary for internal management of test team equipment. Fundamental responsibilities for property are outlined in AFI 23-111.

21.21.2. Custody Receipt Accounts.

21.21.2.1. Single Custodian Concept. The TTSC will use the single custodian concept. An individual will be designated as the custodian for all property within the organization and will be responsible to Equipment Management for the property, even though several subaccounts are used for ease of management. The TTSC will determine the number of accounts required for effective internal management. The TTSC also maintains on file all supporting documentation for authorization of equipment.

21.21.2.2. Listings. Equipment Management will provide custody receipt listings to the TTSC.

21.21.3. Equipment Inventory. The TTSC conducts inventory of test team custody receipt accounts according to procedures (see chapter 20, section 20E).

21.21.3.1. Initial Actions. The TTSC is responsible for the following actions: to conduct inventories by account on a phased basis, to initiate necessary action to adjust overages and shortages, and to advise Equipment Management of the annual inventory schedule.

21.21.3.2. Followup. Upon completion of the annual inventory of each custody receipt account, the following actions must be taken:

21.21.3.2.1. The custodian signs both certificates that appear on the last page of the CA/CRL (R14/NGV902) (see chapter 6, attachment 6B-14).

21.21.3.2.2. The subcustodian signs, upon completion of the annual inventory of each subcustody account, both certificates that appear on the last page of the appropriate CA/CRL. The subcustodian returns copy 1 of the CA/CRL to the TTSC and retains copy 2.

21.21.3.2.3. TTSC provides Equipment Management with the signed copy 1 of the Consolidated Custody Receipt Listing (R23/NGV839) and retains copy 2.

21.21.4. ASC 040/049 Shop Validation. The following readout must be obtained at least annually by all AFTEC OT&E activities (excluding medical units), based on the volume of records maintained: a selective readout of all 040/049 shop authorizations in organization and shop code sequence with page eject between organization and shop codes. (See chapter 5, section 5A for mandatory utility programs.) The last page of each listing will contain this printed statement:

I HAVE REVIEWED EACH ITEM LISTED. FOR EACH ITEM, I

VALIDATE (1) ITS CONTINUED REQUIREMENT AND (2) ITS USE

ON MULTIPLE PROJECTS, UNLESS OTHERWISE ANNOTATED (for the custodian/subcustodian signature and date).

Specific procedures and time frames for the validation program will be provided by AFTEC. If a large volume of records accumulates, it may be advantageous to validate the records in increments (half in January and half in June, or even in quarters--January, June, September, December).

21.22. Excess Materiel (Supplies and Equipment).

21.22.1. NSN Supplies and Equipment. Process excess NSN supplies and equipment directly to the SBSS when they are not required for use on other AFTEC test programs.

21.22.2. Non-NSN Equipment. AFTEC will allow other DOD OT&E units to screen excess non-NSN equipment. Report those items not redistributed through the screening process to Base Supply for possible reuse. If no requirement exists, the item will be processed for transfer to DRMO according to chapter 15, section 15G and chapter 13, section 13C and section 13E. If the item is transferred directly to DRMO by the TTSC according to chapter 15, section G, provide a copy of the completed DD Form 1348-1A to Equipment Management for deletion of the authorized/in-use detail record and post-post TIN and TRM processing.

21.22.3. Non-NSN Serviceable Supplies. Turn in non-NSN serviceable supplies to Base Supply according to chapter 13, section 13C.

21.22.4. Condemned Items. Process condemned XB3, NSN, and non-NSN items to DRMO according to chapter 13, section 13C and chapter 15, section 15G.

Section 21D—AFMC INDUSTRIAL ACTIVITIES SUPPORTED BY THE SBSS.

21.23. Overview. This section provides instructions for processing required to support AFMC DMIF activities.

21.24. Definitions.

21.24.1. Type Organization Code D. This code identifies those organization codes which require a special cost accounting data edit on selected transactions.

21.24.2. Control Number. Control numbers are five-position identification numbers entered on all transactions. The field for control numbers must be either all numeric (1-9) or alpha prefixed (A, C, M, S, T, or U only) followed by four numerics.

21.24.3. Job Designator. A job designator is a single alpha character entered on all transactions except when the control number prefix is U (in which case the job designator must be left blank).

21.25. Special Inline Processing.

21.25.1. Assignment of Type Organization Code. Supply assigns type organization code D to all OCCR used in direct support of the DMIF organizations.

21.25.2. Cost Accounting Data. All personnel processing ISU, TIN, BSS, and BST inputs will enter the required cost accounting data if the type organization code is D and a specific job designator applies (see **Attachment 21D-1**).

21.25.3. Special Level Detail Records.

21.25.3.1. Loading. Minimum level special level detail records will load regardless of the computed demand level for SRAN 2006.

21.25.3.2. Releveling. Later releveling and file status processing will delete type special levels A or B if they are not effective. This process is allowed so that special level detail records for the quarterly maintenance projections may be loaded by SRD.

CAUTION: Exercise special care when processing the load of minimum levels for normal base functions because they will load using the same criteria as maintenance projections.

21.26. Special End-Of-Day Processing.

21.26.1. Daily Processing. Program D22/NGV985, Cost Accounting Systems Lists and Punchout, produces an output image file for the cost accounting system (G004H). (See **Attachment 21D-2** for output format.) Supply will take the following actions:

21.26.1.1. Forward the output image file and two copies of the listing to the G004H DPI.

21.26.1.2. Review transactions that have R in position 80 for cost accounting data (positions 45-51). A review is necessary because this information is not available in reverse-post transactions. All other transactions will be ready for processing.

21.26.2. Quarterly Processing.

21.26.2.1. Unit Price Information. Supply will use a local program to provide unit price information to the cost accounting system (G072B) for selected stock numbers. (See **Attachment 21D-3** for output format.)

21.26.2.2. Error Listing. The SURGE program will provide an error listing if an error is found in the input document identifier code, line item number, or stock number.

Section 21E—DEFENSE MAPPING AGENCY (DMA) SUPPLY SUPPORT.

21.27. Overview.

21.27.1. Section Summary. This section provides guidance for support of DMA activities that are supported by the SBSS (U2200/400).

21.27.2. Special Satellite Accounts. Separate satellite accounts have been established to support the DMA Aerospace Center in St. Louis MO, and the DMA Topographic Center in Washington, D.C. Other elements of the DMA are supported as reimbursable tenants by the host supply account.

21.28. Basis of DMA Materiel Support.

21.28.1. DMA activities are provided materiel on a reimbursement basis as follows:

21.28.1.1. SMAG Items. SMAG items are provided with normal reimbursement to the SMAG.

21.28.1.2. Centrally Procured Investment Items. Centrally procured investment items are provided with reimbursement to the appropriate investment appropriation according to DFAS-DE 7077.10-M.

21.28.1.3. Base Purchased Investment Items. Base procured investment items are purchased with procurement funds provided by the DMA activity.

21.29. OCCR Loading. The OCCR for DMA must contain a Defense Mapping Agency reimbursement designator C (load according to chapter 27, attachment 27Q-1). Loading this designator (C) allows DMA activities to use standard type organization codes and to receive the range of management information applicable to each standard type organization code (see chapter 3).

21.30. Equipment Procedures. Defense Mapping Agency activities located off-base must use off-base organization equipment procedures as outlined in chapter 22, section 22C.

NOTE: DMA equipment assets are exempt from C001 reporting by program control.

Section 21F—AUTOMATED WAREHOUSE SYSTEM (AWS).

21.31. Overview. This section provides a brief introduction to the authorization and use of the AWS.

21.32. Authorization. The AFMC operates an automated warehouse system at each ALC. A detailed description of the AWS along with operating procedures is available at the Storage and Distribution Division of each Air Logistics Center. AWS is operated on a Sperry 1100 with a front-end processor and appears as a warehouse location to the SBSS.

21.33. Use.

21.33.1. Program NGV068. When AWS procedures are to be used, program NGV068 must be processed at the SBSS according to part 4, CON 2 format.

21.33.2. Stock Notices. Output stock notice images are transmitted to the AWS location by the SBSS in addition to the input terminal at Air Logistics Centers using AWS. If the warehouse location is 35 or blank, additional stock notices will be produced when the AWS flag is set.

21.33.3. Issues. ISUs, including bench stock, with a blank warehouse location or a warehouse location with 35 in the first two positions will be sent to function number 35 when the AWS flag is set.

21.33.4. Shipments/Transfers. Automatic shipment and transfer to DRMO documents will be routed to the input terminal when the AWS flag is set.

21.34. Condition Changes and Identity Changes.

21.34.1. The SBSS records are updated using document identifier FCC/FCH inputs. The FCC/FCH input is passed electronically from the SBSS to the AWS. AWS builds a suspense record only and stores the change for the warehouseman so the property can be changed before the other transactions are processed. When the AWS warehouseman processes the FCC/FCH change, no output documents are generated for Document Control to edit and file. The AWS warehouseman processes the change and inputs data to the AWS database to clear the suspense record and update the AWS transaction history file. The AWS transaction register will reflect the identification number of the warehouseman responsible for each transaction.

21.34.2. The AWS transaction register will be used by the SBSS Document Control to clear FCC/FCH transactions.

21.34.3. Document Control Supervisor will coordinate with the AWS supervisor to ensure changes are processed within established SBSS time-frames.

21.35. Procedures. A detailed description of the AWS and operating procedures are available at the Storage and Distribution Division of each ALC. HQ AFMC publishes specific operating directives for AWS as a supplement to this section. These directives explain how the capabilities and features of AWS are used to perform external functions of the SBSS and are not intended to waive any requirements, just explain the way they are accomplished using AWS.

Section 21G—INTERIM CONTRACTOR SUPPORT.

21.36. Overview.

21.36.1. Section Summary. This section describes Air Force policy procedures outlined in DODI 5000-2AF SUP 1 These procedures are applicable when ICS is provided for USAF weapons, systems, and the inventory is receiving new equipment. The responsibilities of the program manager, the system manager, the operating MAJCOM/LGS, and the Chief of Supply are described.

21.36.2. Definition. ICS refers to procedures that are applicable to all Air Force activities established during transition and in effect until organic logistics support is established.

21.37. Responsibilities of Managers and Operators.

21.37.1. PM.

21.37.1.1. Decides when ICS should be used in conjunction with the using, supporting, and training commands.

21.37.1.2. Implements Air Force policies and establishes joint procedures in conjunction with the supporting and using command when the decision to use ICS has been sanctioned by HQ USAF.

21.37.1.3. Decides what items will be covered by ICS in accordance with the supporting, using, and training commands.

21.37.1.4. Includes ICS support requirements in the ILSP required by AFRs 800-8 and 800-14.

21.37.1.5. Manages the ICS program until contracting responsibility is transferred to the supporting or using command.

21.37.1.6. Uses normal acquisition funding to procure initial spares, support equipment, and related items. Programming, budgeting, and funding are carried out according to standard USAF guidance.

21.37.1.7. Procures items initially selected by ICS by including an option in the initial production contract or by contracting with the item manufacturer.

21.37.1.8. Plans for transfer of contracting responsibility for ICS to the supporting or using command as mutually agreed among supporting, implementing, and using command.

21.37.2. SM.

21.37.2.1. Provides the operating MAJCOM with NSN and part numbers for which ICS will be provided. The SM will perform NSN assignment action for all part numbered items and ensure normal NSN update via SNUD.

21.37.2.2. Submits supply support requests for DLA/GSA and other service managed items with sufficient time to allow for procurement lead time.

21.37.2.3. Establishes requisitioning source and provides the operating MAJCOM with RIC, if different from the assigned ALC RIC.

21.37.2.4. Provides the operating MAJCOM with the contractor reparable destination code (EZ SRAN) to include shipping and transportation responsibilities. Ensures the applicable IM updates the RIMCS data and that it is provided to the base on items included in ICS. Arranges for government bill of lading authority for the ICS contractor, when required.

21.37.2.5. Provides operating MAJCOM with ISSL, mission change data or AFMC-directed special levels as required and negotiates collection of mission change data by the contractor when required.

21.37.2.6. Provides operating MAJCOM with funding appropriation, billing instructions forecast of SMAG requirements, and detailed information on GFE.

21.37.2.7. Carries out planning, programming, and budgeting responsibilities for ICS as required in AFM 172-1 when contracting responsibility is transferred to the system manager and after ICS has transitioned to organic support.

21.37.2.8. Administers the contract and plans for organic logistics support capability for the system and equipment after transition of contract management to the system manager.

21.37.2.9. Coordinates contractor support plans with the applicable major command during the development stage and provides contractor support plans to the MAJCOM at least 60 days prior to implementation date.

21.37.3. Operating MAJCOM/LGS.

21.37.3.1. Serves as the focal point for establishing supply support procedures to achieve the ICS objectives.

21.37.3.2. Works with the system manager, when this support is designated, in developing the necessary specialized procedures to interface contract support with base support procedures; also participates with the program and system managers in developing the statement of work and data requirements for ICS.

21.37.3.3. Provides the Chief of Supply with unique supply procedures when standard procedures are not adequate.

21.37.3.4. Provides the Chief of Supply with instructions for collecting mission change data. If such action is required, include the contractor-furnished parts and spares for use by the Air Force upon termination of ICS.

21.37.3.5. Coordinates unique supply procedures with host MAJCOM for tenant units.

21.37.4. Chief of Supply.

21.37.4.1. Ensures item records are loaded for ICS NSN. Uses standard issue procedures based on the supporting unit's FAD and priority of the requirement.

21.37.4.2. Loads ISSL, mission change data or establishes special levels as specified by the operating MAJCOM.

21.37.4.3. Loads a shipment override record with the applicable ship to SRAN (EZ) and the mark-for priority designator and project code as specified by the operating MAJCOM.

21.37.4.4. Loads a requisition override record with the applicable data elements to effect requisitioning if other than the IM and when specified by the operating MAJCOM.

21.37.4.5. Ensures the affected item records have the assigned REX and SEX codes loaded as specified by the operating MAJCOM.

21.37.4.6. Applies standard procedures for the turn-in of reparables unless unique procedures are provided by the operating MAJCOM.

21.37.4.7. Develops local procedures, if required, to implement specialized MAJCOM supply procedures for ICS.

21.37.4.8. Provides normal host support to the contractor to include supply and equipment custodian training when requested.

Section 21H—SPECIAL INTERSERVICE SUPPLY SUPPORT.

21.38. Overview. This section provides procedures for obtaining supply support of items managed by other services. Use these procedures to carry out the policy and procedures outlined in volume 1, part 1, chapter 11, section AD.

21.39. Item Records.

21.39.1. Assigning Routing Identifier Codes and Budget Codes. Assign these codes to items as follows:

21.39.1.1. Centrally procured investment items (ERRCD XD, ND, and NF) with an alpha budget code are assigned the routing identifier code of the Air Logistics Center inventory manager (IM) responsible for funding the requisition.

21.39.1.2. Items with ERRCD XB and XF budget code 9 are assigned the routing identifier code of the source of supply.

21.39.1.3. Equipment items (ERRCD NF) with a unit cost of $250,000 or more that are coded by the Air Force for decentralized management are assigned budget code Z and the routing identifier code of the source of supply.

21.39.1.4. Equipment items (ERRCD NF) with a unit cost of less than $250,000 that are coded by the Air Force for decentralized management are assigned budget code 9 and the routing identifier code of the source of supply.

21.39.2. Assigning Project Codes. A locally assigned requisition modifier record will be loaded for other service-managed items to assign the appropriate project code to the requisitions.

21.39.3. Nonconsumable Items. An item managed by the Air Force as consumable (ERRCD XB3, XF3, and sometimes NF2) is defined as nonconsumable if the item is managed by the Army, Navy, or Marine Corps as a depot reparable component or end item of equipment.

21.40. Requisitioning.

21.40.1. Loading a REX Override Record. Bases receiving support from a CRA will load an REX override record for national stock numbers listed in **Section 21O**.

21.40.2. Determining the Source of Supply on a Nonconsumable Item. Use only line DF (line AF) of the CMD to determine the source of supply on a nonconsumable item. If the DF line does not exist, submit a part number requisition to the ALC responsible for the technical order, or the systems manager ALC for supply action. The ALC will research the item and take appropriate action.

21.40.3. Other Requisitions. Submit all other requisitions to the source specified by the routing identifier code on the item record. Follow normal requisitioning procedures as outlined in chapter 9.

21.41. Override Records.

21.41.1. Establishing a Requisition Modifier Record. Requisition must establish a requisition modifier record for each project code applicable to the supported activities. (To load the record, follow the procedures outlined in chapter 9. The modifier record will specify only the applicable project code for due-outs and stock replenishment requisitions. (Project codes are listed in **Attachment 21H-1**.) The requisitions do not require further changes.

21.41.2. Assigning the REX Modifier Code. Requisitioning must work with applicable supported activities, such as communications, to make sure the REX modifier code is assigned only to essential records. The activities normally maintain a list of spares applicable to the end items identified by the project codes.

21.41.3. Reviewing REX Items. Semiannually, Requisitioning must list the items assigned an REX modifier. It then forwards this list to the supported activity for review and/or revision. Requisitioning processes any changes in the list that are required because of this review.

21.42. Disposition of Other Service Managed Reparable and Excess Items.

21.42.1. Repair Cycle Items. Serviceable and reparable repair cycle items (ERRCD XD) are automatically reported to the ALC inventory manager (IM) through the D28/NGV868 report. Disposition instructions are forwarded to the base by DICs A2x and A4x.

21.42.2. Other Supply and Equipment Items. Under computer control, other supply (ERRCD XB and XF) and equipment (ERRCD ND and NF) items are reported to the routing identifier code as outlined in chapter 19, section 19F. Follow the disposition instructions outlined in chapter 15.

21.43. Project Unique Procedures. Special procedures applicable to supply support of equipment and systems other than those outlined in volume 1, part 1, chapter 11, section AD, will be furnished by the Air Force system manager in USAF Implementation Instructions applicable to the project. For example, such special instructions include lateral requisitioning to obtain specified prepositioned assets, special processing of part numbered item requirements, etc.

Section 21I—BASE CLOSURES/WEAPONS SYSTEM TRANSFERS.

21.44. Overview.

21.44.1. Section Summary. Base closures and associated weapon system transfers due to mission changes involve numerous actions outside the Chief of Supply complex (for example, medical and library accounts, etc.) and are rarely alike. Close coordination with all key players (i.e., Maintenance, Budget, Supply, etc.) is essential. Because of these characteristics, this section provides only general base closure and mission change procedures for stock record accounts B, E, K, and P maintained under the SBSS and its satellites. The procedures in this section do not provide a complete policy and procedural reference for all base closure actions; they complement base closure policy and procedures in other volumes of AFMAN 23-110, AFR 170-25, DFAS-DE 7077.10-M, AFI 23-505, TO 00-20-1, and other directives. However, these procedures are applicable to all active, guard, and reserve forces that are involved in the transfer of weapons systems, including their associated support assets. Major command headquarters will answer questions about base closure policy and procedures not outlined in this section or the above-referenced directives. This section also includes a new requirement pertaining to actions that will be taken by the base/CC and the local LRA representative regarding the LRA obtaining personal property from the base nad the base retaining selected mission essential items in accordance with Chapter 4 of the Base Reuse Implementation Manual (BRIM).

21.44.2. Supporting Operational Activities. The SBSS has satellite Supply functions. During base closure, some satellites must remain operational. To ensure that these satellites are supported until they are deactivated, you must consider the following conditions of base closure:

21.44.2.1. Closure of an autonomous (self-contained) satellite.

21.44.2.2. Closure of a nonautonomous satellite.

21.44.2.3. Closure of an SBSS account that does not provide computer support to satellite Supply functions.

21.44.2.4. Closure of an SBSS account with autonomous satellites. (See chapter 28, section 28B for procedures to relocate satellites.)

21.44.2.5. Closure of an SBSS account with nonautonomous satellites. (See chapter 28, section 28B for procedures to relocate satellites.)

21.44.2.6. Relocation of satellites. (See chapter 28, section 28B for procedures to relocate satellites.)

21.44.3. MAJCOM Directives. Major commands must make sure MAJCOM directives, instructions, etc., comply with MILSTRIP, DOD 4000.25-1-M, chapter 10; AFI 23-505; and TO 00-20-1.

21.45. Phasedown Actions.

21.45.1. Phasedown Objective. When notified about a base closure, the major command must determine the status of satellite accounts and local agreement for Federal aid, and prepare a phasedown plan for the applicable account. This phasedown plan must meet the following objective: To achieve a smooth, orderly closeout while the variety and number of supplies are gradually reduced. The rate of supply reduction is determined by resources and the closeout date. Phasedown actions require careful attention and will be taken by the appointed personnel.

21.45.2. Phased Reduction of Stock Requisitioning. As items are identified for base closure, the base closure flag field (101-BASE-CLOSURE) of the item record will be equal to a numeric 1. Requisitioning programs will recognize this flag and requisition only for due-out and special level quantities. This requisitioning is done by recomputing the demand level for the item; the computer then forces zeros to this field on the requirements computation record.

NOTE: You may follow and predict requisitioning trends by using formulas given in chapter 19, section 19A and demand level zero.

21.45.3. Accelerated Excess Reporting and Disposition.

21.45.3.1. Computing excess quantity. Special processing for excess reporting should not be required once items have been identified for base closure (the base closure field of the item record will be equal to a numeric 1). To ensure that excesses are promptly reported to the source of supply, the Chief of Supply must ensure that file status is processed after the base closure flag is set on the item record. The demand level for all items selected will be forced to zero under computer control. Items that exceed requirements (special level and due-out detail quantities) are considered excess and must be reported or disposed of (see chapter 19, section 19F).

NOTE: If you compute an excess quantity manually, use demand level zero.

21.45.3.2. QUP procedures. These procedures for normal processing do not apply during base closure. When the base closure flag is ON, the QUP is 1 or 0.

21.45.3.3. Facilitating disposition of excesses. When the major command approves, use the lateral requisitioning procedures of chapter 9 to facilitate disposing of excess items. Accomplish extensive lateral redistribution before accelerated excess reporting, when possible.

21.45.3.4. Processing automatic returns. When accelerated excess reporting and disposition actions have not deleted all serviceable and unserviceable balances, and the applicable PAD or directive authorizes automatic return, take the following actions to process the automatic return items:

21.45.3.4.1. Use SURGE or QLP to 1) scan the SBSS computer for automatic return items, and 2) format FEX according to chapter 19, section 19F. The unique project code RDE, required TEX code, materiel return code, and storage point routing identifier code are provided in the PAD and/or base closure directive.

21.45.3.4.2. Process the FEX inputs inline to record the transactions and produce the required shipping documents.

21.45.4. Accelerated DIFM Processing and Disposition of Reparables. Be sure to clear delinquent DIFM items and dispose of reparables (see chapter 13, section 13D and chapter 24, section 24A).

21.45.5. Disposition of Weapon Systems and Organizational Equipment.

21.45.5.1. All weapon systems and associated support equipment will be transferred in a complete and serviceable configuration. (See TO 00-20-1, Preventive Maintenance Program General Policy Requirements and Procedures, sections IV and V, for more information.) Repair items still on backorder at time of transfer will be purchased by the losing organization. Missing components will be paid for by the losing organization as well. The way to ensure that complete/serviceable systems are transferred is to:

21.45.5.1.1. Conduct a thorough Site Activation Task Force (SATAF) with all key players and disciplines present. Ground rules must be established for acceptance inspections and functional delineation of responsibilities (i.e., Maintenance, Budget, Supply, etc.)

21.45.5.1.2. MAJCOMs must deliver programming plans (p-plans) to both the gaining and losing activities well in advance of the scheduled transfer of assets.

21.45.5.2. In the event the gaining organization agrees to accept an incomplete weapon system, it is their responsibility to ensure the funds and records (supply and accounting) are transferred. Further, the gaining organization will ensure transferred funds will cover existing and necessary (not yet established) due-outs before accepting the broken or incomplete weapon system. If the gaining organization accepts an incomplete system without the necessary funding, the gaining organization will pay for the missing components. Should the gaining organization be required to accept an incomplete system, the directing organization will identify a funding source to pay for missing components.

21.45.5.3. Procedures under CEMO/HQ USAF. When the Operations Support Flight personnel receive special guidance and direction from the CEMO/HQ USAF, they must make sure to 1) report and ship all equipment items, and 2) reduce all authorized/in-use detail records and balance fields to zero by the established closure date. These actions prevent the establishment of numerous due-outs and related due-ins without decreasing mission support.

21.45.5.4. Transferring equipment as a package. When equipment on authorized/in-use detail records is to be transferred to another base as a package (that is, all items supporting a particular weapons system), follow the procedures outlined in chapter 22, section 22H.

21.45.5.5. Closing custodial accounts. When movement of personnel and organizations requires custodial accounts to be closed before disposing of all items, take the following appropriate actions:

21.45.5.5.1. When the procedures of AFI 23-505apply, Supply will transfer all in-use property to the BCE or residual contractor. EMS and the custodian will use FET procedures to transfer the in-use property to by-pass SMAG capitalization. When these in-use details are transferred to the COS holding account, the allowance source code is changed to 076. This code identifies excess personal property that is listed on the management equipment holding account of the COS. After transfer to the Civil Engineer, the items are reported to the CSA on SF 118C, Related Personal Property.

21.45.5.5.2. When the procedures of AFI 23-505 do not apply, the custodian will turn in all in-use equipment without credit.

21.45.6. Compressed Inventory Schedule. Inventory is very important during the phasedown period. To make sure all assets are physically disposed of and balance fields are zeroed before final closeout, you must adjust and closely monitor inventory schedules and accelerate inventory actions.

21.45.7. Mass and Universal Cancellation of Requisitions.

21.45.7.1. Need for mass and universal cancellation requests. During base closure, requests for cancellation of multiple requisitions may need to be submitted. Because the base closure date usually is known well in advance, single line item cancellations can be submitted. However, when insufficient advance notice does not permit continued cancellation on a single line item basis, a mass or universal cancellation request may be submitted.

21.45.7.2. Submitting mass and universal cancellation requests. Requests will be submitted through the parent major command to HQ AFMC/LGI, who must notify all applicable DOD sources of supply in accordance with DOD 4000.25-1-M (MILSTRIP), chapter 8. Requests must be submitted in message format and contain the identity of the base submitting the request, the effective base closure date, and the desired transportation diversion precedence. Message formats are detailed in DOD 4000.25-1-M (MILSTRIP), appendix C55. Mass or universal cancellation requests are submitted under the following conditions:

21.45.7.2.1. Mass cancellation requests are submitted when continued document and shipment processing is desired for selected requisitions. For requisitions identified for continued document and/or shipment processing that are already being processed, submit a requisition modifier (AMx) document to the source of supply as soon as possible. The requisition modifier document must contain an expedited handling signal code 555 in the RDD field, positions 62-64. For requirements produced after a mass cancellation request has been submitted, the requisition must contain the expedited handling signal code 555 in the RDD field.

21.45.7.2.2. Universal cancellation requests are submitted when all source of supply processing of requisitions is stopped. This request will also stop the processing of requisitions previously identified for continued document and shipping processing under mass cancellation situations. When a universal cancellation request is submitted to replace a mass cancellation, and outstanding requisitions contain (or are modified to contain) 555 in the RDD data field, supply sources must take action to cancel all outstanding requisitions regardless of whether they contain 555.

21.45.7.2.3. More information about mass and universal cancellations is contained in DOD 4000.25-1-M (MILSTRIP), chapter 8.

21.46. Closeout Action.

21.46.1. Mandatory Closure Procedures. During closure of a CSB or satellite, certain actions are standard practice and considered mandatory. The Management and Systems Flight will make sure the following actions are taken:

21.46.1.1. The resident auditor is contacted immediately upon notification of base closure to determine whether special auditor support is required (for example, reports or listings).

21.46.1.2. HQ SSG is notified by message of the base closure at least 45 days before the established closure date.

21.46.1.3. The following reports and listings are scheduled and run, as they are mandatory for base closure and are the final SBSS products produced for the closing account:

21.46.1.3.1. Normal end-of-day reports.

21.46.1.3.2. Normal end-of-month reports.

21.46.1.3.3. Conversion Audit List (R22/NGV803).

21.46.1.3.4. Accounting and Finance end-of-year report (NGV946).

21.46.1.4. The last M32/NGV808 and M01/NGV972 reports are reviewed to verify the status of the following records:

21.46.1.4.1. Item records with zero serviceable balance equal the total number of item records.

21.46.1.4.2. Miscellaneous/detail record data equal zero.

21.46.1.5. The SRAN is deleted from the SNUD file as outlined in part one, chapter 9.

21.46.1.6. Notify HQ AFMC/XRII by message of the base closure 45 days before established closure date. This does not negate the requirement to advise HQ AFMC of the official SRAN termination as outlined in volume 1, part 2, chapter 1.

21.46.2. Terminating U1100/U2200 ADPE Operations. When determined by the MAJCOM or HQ USAF as practical and necessary for early ADPE release, a satellite account may be established on another SBSS base. Balances should then be transferred to that satellite account using lateral (JLS) shipments and receipts. Transfer equipment items on authorized/in-use detail records using the procedures outlined in chapter 22, section 22H.

21.47. Base Closure Deactivation.

21.47.1. Special Instructions. Bases will refer to HQ USAF/major command phasedown plan, PAD, or other directives for special instructions for the following actions:

21.47.1.1. Use of disposal authority code I.

21.47.1.2. Loading the base closure flag.

21.47.1.3. Transferring assets to the local community using AFI 23-505 procedures.

21.47.1.4. Special excess reporting procedures.

NOTE: When specific instructions are not provided, bases will request assistance from the major command.

21.47.2. Reporting Excess Personal Property. Excess materiel identified as personal property is reported to the IM/ICP using FTE procedures. The FTE must contain project code 3QQ in positions 57-59. This code tells the IM/ICP the item is listed on the preliminary inventory of personal property to be transferred to the local community when the base closes.

21.47.3. Standard Disposal Procedures. After IM/ICP and command screening, items are distributed. Remaining items are disposed of according to the directives listed above. Standard disposal procedures are as follows:

21.47.3.1. Process transfers to DRMO using TRM with disposal authority code I. (For TRM processing, see chapter 15, attachment 15F-4.)

21.47.3.2. Selectively load the base closure flag to item records (see chapter 19).

21.47.3.3. Make an inter-custody account transfer of in-use assets to a Chief of Supply holding account, pending transfer to Civil Engineer (see chapter 22, section 22K).

21.47.3.4. Process transfer of authorized/in-use detail record balances to the local community using FME or TIN, TRM, and FCI. (For FME processing, see chapter 22, section 22L for SPRAM and Section 22H for WRM/Equipment.)

21.47.4. Processing Property Transferred to the Community. Process property to be transferred to the local community according to the paragraph above. Community screening of property is accomplished by processing an authorized SURGE program to list item records and authorized/in-use detail records. A listing in NSN sequence of all items transferred to the local community is provided to the BCE.

NOTE: Actual procedures vary for community screening of property. The base closure officer must decide which procedures to follow.

21.47.5. Closure of Satellites. Complete satellite closure as outlined in DFAS-DE 7077.10-M. The major command will dispose of satellite U1100/U2200 automated data processing equipment and terminate communication lines.

21.47.6. Closure of CSBs with Active Satellites. Closure of a CSB with active satellites requires special procedures outlined in chapter 28, section 28B and section 28D and DFAS-DE 7077.10-M.

21.47.7. Closure of Geographically Separated Units.

21.47.7.1. Major command's actions. Closure of a GSU requires special procedures for caretaker responsibilities and item disposition. The GSU's major command must provide these special procedures to the supporting Chief of Supply. When specific guidance is not provided, the base must request assistance from its parent major command headquarters.

NOTE: When the caretaker responsibilities are taken over by a major command other than the GSU's, the supporting Chief of Supply must follow the procedures contained in AFI 23-505.

21.47.7.2. Caretaker's actions.

21.47.7.2.1. Dispose of non-EAID (EMC 1) equipment items according to the following guidelines:

21.47.7.2.1.1. Assets to be transferred to the local community or GSA are processed (according to the procedures given above.) The major command normally issues supplemental instructions in PAD. In overseas theater's, the host major command determines which accountable transfer documents to use.

21.47.7.2.1.2. Assets to be transferred to other Air Force bases are shipped on DD Forms 1149 or 1348-1A.

21.47.7.2.1.3. Remaining assets are turned in, using activity code P document numbers, to the Chief of Supply as excess. (For turn-in procedures, see chapter 13, attachment 13E-4.)

21.47.7.2.2. Dispose of EAID reportable items according to the following guidelines:

21.47.7.2.2.1. Assets to be transferred within the same system designator are processed using FET procedures. (For FET, see chapter 22, section 22E.)

21.47.7.2.2.2. Assets to be transferred to the local community or GSA are processed. Transfer balances using the procedures above.

21.47.7.2.2.3. Assets transferred to other Air Force bases or bases with a different system designator and the same CSB are processed using FME procedures. (For FME procedures, see chapter 22, section 22H.)

21.47.7.2.2.4. Assets transferred to other government agencies or activities are processed (using turn-in and shipment) with the appropriate advice code for nonreimbursable shipment. (For nonreimbursable shipments, see volume 1, part 3, chapter 6.)

21.47.8. Financial Records. Immediately before disposition of the U2200/400 (SBSS ADS) ADPE, all inventory and supply detail records have been cleared. However, outstanding financial records are still in the SBSS computer, and the following actions must be taken:

21.47.8.1. All outstanding financial records are transferred to the selected base for closeout procedures as outlined in DFAS-DE 7077.10-M.

21.47.8.2. Reduce all items to zero at the time of closure.

EXCEPTION: Do not reduce to zero due-ins and associated records for which cancellation/frustration has not been confirmed.

21.47.8.3. Establish a residual account to provide for the orderly phase out of due-ins not reduced to zero and certain Accounting and Finance records. This account will be established at a base chosen by the major command. To load records to this account and maintain them, take the following actions:

21.47.8.3.1. Limit records to be loaded to the residual account to the following: due-ins with shipped status, RNB details, BNR details, and SNC details with transportation status and all necessary supporting records.

21.47.8.3.2. Research SNC detail records without transportation status to determine and load the status or reverse-post the shipment, as applicable.

21.47.8.3.3. Establish and maintain the residual account as an autonomous (self-contained) satellite of the computer support base to which it is assigned. The residual account will retain the SRAN of the closed base.

21.47.9. Processing Receipts at the Transfer Base. If a closing base has outstanding due-ins when the residual account is transferred to a selected CSB, IM and ICP must be informed about the alternate shipment location. When SBSS CSB bases receive a frustrated shipment, the Receiving personnel must review the receiving document. If the receipt is from a standard ICP (S9x, Fxx, etc.) and the SRAN in positions 30-35 is not the SRAN of the receiving base, the receipt must be processed as a transfer in (process the receipt with a JLS routing identifier code as a receipt not due-in). Mail one copy of the completed receiving document to the residual satellite account for processing.

21.48. Supply Management Activity Group (SMAG) Aspects.

21.48.1. Disposing of SMAG Items. After notification of base closure is received, the best method for disposing of SMAG items must be determined. Consideration must be given to the following methods: shipment to other bases, transfer to DRMO, and free issue to MAP countries. Free issue requires special approval by the Secretary of Defense before the Air Force can take action. Normal staff actions of this type require 60-90 days to obtain OSD approval. Commands must inform HQ USAF about the estimated value of SMAG items to be transferred.

21.48.2. Clearing Due-Ins. When the SBSS database is downloaded from the U2200/400, valid due-ins are established in another U2200/400 as an autonomous (self-contained) satellite. These due-ins are cleared and the receipt is processed as follows:

21.48.2.1. The due-ins are cleared only upon receipt of one of the following documents: a completed copy of a receiving document from the account receiving the frustrated shipment; a confirmation of cancellation from the ICP; or a Report of Discrepancy/Supply Discrepancy Report (SF Form 361/363) from Transportation.

21.48.2.1.1. The receipt is processed, using normal procedures, by the autonomous satellite. The satellite must then process a shipment (advice code 2E), using the document number of the receipt, to the account that received the frustrated shipment. The shipment is then processed as a transfer out (GLA 61602 or 61603, as appropriate). The shipping document must be marked BASE CLOSURE TRANS ONLY and filed with the receiving document in Document Control.

21.48.3. Receiving Frustrated Shipments. Each Air Force activity affected by the base closure (for example, ICPs, IMs, bases identified for receipt of frustrated shipments) is advised of the base closure by account number. When a base receives a frustrated shipment as a result of base closure, the receiving base or depot must pick up the shipment as a transfer in (GLA 62902 or 62903, as appropriate). The base or depot SMAG manager must make the necessary adjustments for any changes in the operating program resulting from the receipt of frustrated shipments.

21.49. Followup/Termination of Residual Detail Records.

21.49.1. Billed Not Received (BNR) Details. Termination of residual BNR detail records is directly related to termination of residual due-in details: a BNR detail record is automatically deleted when a receipt is processed. BNR detail records related to due-ins which are terminated because of a cancellation or Supply Discrepancy Report are deleted by Accounting and Finance (A&F) personnel. A&F deletes these BNR details when appropriate billing adjustment actions are completed. (For BNR processing, see chapter 13, section 13B and DFAS-DE 7077.10-M.)

21.49.2. Due-In Details.

21.49.2.1. Followup actions. SBSS personnel perform normal supply and transportation action on residual due-in detail records. Before tracer action required (TAR) inputs (blank in position 7) are processed, Stock Control must contact the receiving account to determine whether the frustrated shipment was received. If the account received the shipment, the due-in details can be deleted.

21.49.2.2. Termination procedures. After frustrated shipments are received, a copy of the completed receiving document is requested, and the applicable TAR input is destroyed. Because due-in detail records do not have a specified termination period, Stock Control must continually review residual due-in details for validity.

21.49.3. RNB Details.

21.49.3.1. Followup actions. Conduct normal Accounting and Finance followup on residual RNB detail records as outlined in DFAS-DE 7077.10-M.

21.49.3.2. Termination procedures. Delete residual RNB detail records from the SBSS 360 days after the date the receipt was processed. (For procedures to delete the RNB details, see DFAS-DE 7077.10-M.)

21.49.4. SNC Details.

21.49.4.1. Followup actions. Conduct normal Accounting and Finance followup on residual SNC detail records as outlined in DFAS-DE 7077.10-M.

21.49.4.2. Termination procedures. Delete residual SNC detail records from the SBSS 360 days after the date of shipment. Accounting and Finance will maintain these SNC details offline. (For SNC processing, see chapter 18, section 18E.)

21.50. Automated Mission Change/Base Closure Detail Transfer Procedures. This section is used to describe the procedures for transferring due-out, due-in, and credit DIFM details to a gaining base during mission change/base closure actions. These procedures should be part of a plan directed by the parent major command.

21.51. Coordination Between Bases.

21.51.1. Requirements. MAJCOMs will direct the losing base where to transfer its assets. MAJCOM/LGS and MAJCOM/FM offices for both gaining and losing activities must coordinate to ensure appropriate funds are transferred from the losing activity, to support the transfer of obligated requirements, prior to transferring requirements to the gaining activity. The users at both bases should review the due-outs to determine which details should be transferred. Only due-outs that are required to bring transferred weapons systems/end items and/or associated support equipment to a serviceable condition will be transferred using this process. Items transferred must have type SRAN B or E as well as the procedures in BRIM Chapter 4. Items must not have routing identifier JBx. Organization codes must be between 100 and 999. If a 211/STATUS-SHIP-DETAIL, 209/STATUS-BILLED-NOT-RECEIVED-DETAIL, or 221/CLAIMS- RECEIVABLE-DETAIL exists, a reject will occur.

21.51.2. Item Records. The bases should coordinate efforts to have all item records required at the gaining base loaded. This can be done by formatting FIL images for the items to be transferred at the losing base and forwarding them to the gaining base along with the applicable documentation (i.e., DD 1348-6).

21.51.3. Organization Codes. The gaining base should provide the losing base with the organization codes needed to transfer the details. If new organization loads are required, the gaining base should load them before the losing base transfers the details.

21.52. At The Losing Base. The 1TO program is used to delete due-out, due-in, status, and DIFM details. An AMx requisition modifier is sent through DAAS to the source of supply so the requisition will be shipped to the gaining base. A 99S image is sent through DAAS to the gaining base to load a due-in, due-out, and a DIFM detail, if required, for the transferred assets. Credit DIFM details will be transferred to the gaining base as credit DIFM details.

21.53. At The Gaining Base. A 99S image is received from the losing base through DAAS. This image must be processed inline for establishment of the due-out, due-in, and DIFM details. It updates both current and prior fiscal year financial records as required.

21.54. Weapon Systems Deactivation Action.

21.54.1. This paragraph describes procedures to assist the DLA in forecasting usage reductions as a result of weapon systems deactivation. The information is provided to DLA through the R13 report.

21.54.2. Requirements. Upon notification of a unit/weapon system drawdown, MAJCOMs must provide HQ DLA, Richmond Va., the projected deactivation date, number and type of weapons being deactivated, name and SRAN of the losing base. This action should take place at least 18 months prior to the scheduled deactivation date, if possible, and quarterly thereafter.

21.54.2.1. MAJCOMs must also notify the losing base to process the R13 report and provide them the following parameter inputs: all SRDs affected, percentage of the weapon system remaining active, and projected deactivation date.

21.54.2.2. MAJCOMs will notify HQ DLA of any changes in the scheduled deactivation (i.e., increase or decrease in the number of affected units, projected deactivation date changes by more than 60 days, or any other changes the major command believes will affect the validity of this program).

21.54.2.3. The losing base will process the R13 report, when directed by the supporting major command, and transfer output SIFS files to HQ DLA using DDN/FTP through the ADRSS.

NOTE: MAJCOMs will provide the base with the input data for the R13/NGV890 select and parameter images.

21.54.3. Deactivating Weapon Systems Owning Base Requirements. Prior to processing any R13/NGV890 reports, the RPS supervisor must contact HQ DLA and request a user-ID/password, FTP address, and sending/receiving file names. The RPS supervisor must also provide HQ DLA with the projected report date transmission and complete any coordination actions not less than twenty four (24) hours before the scheduled transmission.

21.54.3.1. Pass the information received from HQ DLA to the SIFS or ADRSS monitor with instructions to create the following ADRSS entries: report information file (RIF), routing control screen (RTE), and DDN password (see chapter 6).

21.54.3.2. Set up R13/NGV890 parameter input using data provided by the major command. Prior to processing the R13, the RPS supervisor must ensure that both the ADRSS and R13 inputs are loaded correctly.

21.54.3.3. Once the R13 processes, the SIFS monitor should print out the ADRSS status screen Magnify on Status Info (MAG) to verify successful transmission. The RPS supervisor should then call HQ DLA to verify receipt. This is necessary because the receiving system does not provide any confirmation notice if the file is corrupted or unreadable. If the ADRSS DDN-FTP processor is down, or the transmission fails for some reason, mail file on a floppy disk to HQ DLA. The file should be an ASCII text file.

21.54.4. HQ DLA Requirements. HQ DLA must send information copies of any message traffic to deactivating bases through the owning MAJCOM. They must also provide the deactivating weapon system owning bases with FTP address, user-ID/password, and the receiving file name upon request.

21.54.5. This paragraph relates to the Air Force offering items stored at closing bases to the Local Reuse Authorities (LRA) and also retaining selected mission essential items as outlined in Chapter 4 of DoD 4165.66-M, Base Reuse Implementation Manual (BRIM). Commanders of closing bases will:

21.54.5.1. Comply with the BRIM, especially Chapter 4, Personal Property. The Air Force will comply with BRIM parapagraph 4.1.1. which requires making “every reasonable effort to assist the LRA in obtaining available personal property needed to implement its redevelopment plan.”

21.54.5.2. Comply with the first bullet in BRIM paragraph 4.2.3. by identifying what property is or is not available for reuse. This will be accomplished in consultation with the LRA. Any personal property may be identified as available for reuse, unless it is in an exempted category as outlined in Section 4.2.4. of the BRIM. If property is identified as available for reuse, it may be transferred directly to the LRA. This eliminates the usual requiremnt of conducting an Air Force and DRMO screen. Section 4.2.4. lists several criteria that may make an item not available for reuse by the LRA. These are summarized below; however, Section 4.2.4. must be referred to in order to understand the specific wording and explanations.

21.54.5.2.1. Items required for the operation of a transferring unit.

21.54.5.2.2. Property required for the operation of a unit at another DoD installation.

21.54.5.2.3. Property that is military unique.

21.54.5.2.4. Wholesale or retail items stored at the closing base for subsequent redistribution.

21.54.5.2.5. Property that meets requiremetns of an authorized program of another Federal activity.

21.54.5.2.6. Property that is needed in the interest of ur national security.

21.54.5.2.7. Items that were purchased with non-appropriated funds, property that belongs to non-DoD entities, or property that is State-owned National Guard property and was purchased with State funds.

21.54.5.3. Items in paragraphs (1) through 6) above, if not required by units on the closing base, will be reported to item managers for disposition instructions. If the items are not required by the Air Force, the item manager will report them to DRMOfor DoD and other Federal Agency screening. Items remaining after the DoD screening can be obtained by the LRA through the Donation Program of its State Agency for Surplus Property.

Section 21J—FOREIGN CURRENCY EXCHANGE RATE FLUCTUATION.

21.55. Overview.

21.55.1. Section Summary. Many bases outside the Continental United States make local purchases with foreign currency. The foreign currency's value is determined by an exchange rate, the number of foreign currency units that equal one U.S. dollar. When the exchange rate fluctuates, the value of the foreign currency may increase or decrease. This section outlines the process you must use to adjust the value of detail records and inventory that are affected by the fluctuating value of foreign currency.

21.55.2. Foreign Currency Exchange Rate Process. This process involves two computer programs: the Local Purchase Status (program NGV922), and Foreign Currency Exchange Rate Fluctuation Update (program NGV935).

21.56. Local Purchase Status (Program NGV922).

21.56.1. Local Purchase Status and Adjustment Inputs. Local purchase status (TRIC LPS) and local purchase adjustment (TRIC LPA) inputs are produced by Base Contracting to build and adjust local purchase status detail records. If the LPS/LPA applies to a foreign currency, a currency identifier code will be in position 27 of the LPS and position 68 of the LPA.

21.56.2. Foreign Currency Exchange Rate. This exchange rate is entered in the LPS/LPA and, if necessary, used to recompute the extended cost in the LPS/LPA as follows:

21.56.2.1. The foreign currency exchange rate is entered in positions 6-8, 23-26, and 80 of the LPS, and positions 70-76 of the LPA.

CAUTION: Do not enter this exchange rate in an LPS produced by the Base Contracting Flexowriter System.

21.56.2.2. The foreign currency exchange rate is compared to the current exchange rate listed in the foreign currency record (FCR) (for the foreign currency record, see part 4). If the rates are unequal, program NGV922 will compute the percent difference by dividing the FCR rate into the LPS/LPA exchange rate. The percent difference (X.XXXXXX) is then multiplied times the extended cost in the LPS/LPA input. This recomputed extended cost is used by program NGV922 to build and adjust detail records.

21.56.3. Item Record Control Flag. Program NGV922 will set the item record foreign currency record flag. This setting indicates the item record is related to detail records involved with foreign currency.

21.56.4. Currency Identifier Code. Under computer control, the input currency identifier code is entered in the local purchase status and RNB detail records.

21.57. Foreign Currency Exchange Rate Fluctuation Update (Program NGV935).

21.57.1. Currency Identifier Code. A one-position currency identifier code has been assigned to foreign currencies as follows:

Table 21.1. Foreign Currency Exchange Rate.

TYPE CURRENCY	CODE
German Deutsch Mark	1
Japanese Yen	2
British Pound Sterling	3
Taiwan Dollar	4
Peso, Pesata	5
Thai Baht	6
Turkish Lira	7
French Franc	9
Canadian Dollar	A
Dutch Guilder	B
Greek Drachma	C
Korean Won	D
Portuguese Escudo	E
Singapore Dollar	F
Belgian Franc	G
Italian Lira	H
Swiss Franc	J

21.57.2. Foreign Currency Exchange Rate. This exchange rate is expressed as the number of foreign currency units that equals one U.S. dollar. For example, 607 Italian lira (expressed as 0607.0000) equals one U.S. dollar; .4118 pounds sterling (expressed as 0000.4118) equal one U.S. dollar. Note the decimal placement between the third and fourth positions.

21.57.3. 1XR Trigger Input. Program NGV935 loads, updates, or deletes records depending on whether an 1XR trigger input contains action code L, D, P, or U. (For formats, see DFAS-DE 7077.10-M.)

21.57.4. Input Processes. The load (1XR-L) and delete (1XR-D) processes are performed in-line. The update process must be performed during twilight mode (see chapter 6, attachment 6A-28 and DFAS-DE 7077.10-M). The purpose of each input process is discussed as follows:

21.57.4.1. 1XR(L)--Loads basic FCRs with a new currency code and exchange rate in the 1XR input. FCR contains a maximum of ten type currency codes; each code contains the current exchange rate and eight prior rates.

21.57.4.2. 1XR(D)--Enters the currency code delete flag D in the foreign currency record.

21.57.4.3. 1XT--Scans the SBSS database and updates the foreign currency record, item record, and local purchase status detail records applicable to the input currency identifier code. This process also deletes foreign currency records when the currency code delete flag D is entered in the foreign currency record, and when the scan shows that no local purchase status or RNB detail records are in the SBSS database.

21.57.5. Exchange Rate Change Factor. The twilight mode update process (1XT) computes an exchange rate change factor by dividing the old exchange rate (in the foreign currency record) by the new exchange rate (in the 1XR program select format). The change factor represents the percent change from the old to the new exchange rate. The change factor is made up of seven positions (X.XXXXXX). For example, an exchange rate change from 0007.31815 to 0007.0300 is equal to a change rate factor of 1.050000 (105%).

21.57.6. Detail and Item Record Price Update. Program NGV935 multiplies the change rate times the dollar prices in detail records and item records to determine each record's unit price update. The extended price of the detail record is changed to indicate the price update. The item record unit price is changed only when all of the following conditions are met: 1) the budget code is 6, 9, or Z; 2) the RIC is a local purchase RIC; and 3) the detail record that caused the current item record price update is changed.

21.57.7. TTPC 4A Transaction History Records and FIA Codes.

21.57.7.1. Due-out detail records. Program NGV935 writes a TTPC 4A transaction history record for due-out detail records related to item records with unit price changes resulting from the exchange rate fluctuation process (1XT input).

21.57.7.2. Balances and other detail records. Program NGV935 writes a TTPC 4A transaction history record and assigns FIA codes (971/981 for investment item record increase or decrease, and 973/983 for SMAG item record increase or decrease) when the item record unit price changes for the following balance and detail records:

21.57.7.2.1. Item record serviceable balance.

21.57.7.2.2. DIFM detail records (activity code C).

21.57.7.2.3. DIFM unserviceable detail records (document number R920RW).

21.57.7.2.4. War reserve materiel spares detail records (record codes 219, 226, and 230).

21.57.7.2.5. MRSP detail records.

21.57.7.2.6. MSK detail records.

21.57.7.2.7. Authorized/in-use detail records (allowance source code 987).

21.57.7.2.8. Supply point detail records.

21.57.8. MACR Update. Program NGV935 updates SMAG budget code 9 MACR for due-in value changes. The program also updates the investment MACR for local purchase status and RNB detail record value changes.

21.57.9. Foreign Currency Detail Flag. Program NGV935 blanks this flag (32-bit) from the item record's program control flag field if the 1XT input shows that no foreign currency related detail records are related to the item record. The flag is set or reset based on which foreign currency identifier code is used to process the LPS/LPA input.

21.57.10. Daily Foreign Currency Record Printout. This printout is provided by Accounting and Finance End-of-Day IMR and GLAC Update (program NGV980).

21.58. Program NGV922 and NGV935 Output.

21.58.1. Program NGV922. This program outputs the following reject notices: 001, 179, 273, 775, 853, 919, 920, 921, 923, 924, 925, and 928. (For a description of these rejects, see chapter 7, attachment 7B-1.)

21.58.2. Program NGV935. This program outputs the following management notices: A862, A881, F461, and 083. (For a description of these rejects, see DFAS-DE 7077.10-M.)

Section 21K—WHOLESALE CONTRACTOR INVENTORY CONTROL POINT.

21.59. The Air Force is actively involved in an initiative where contractors are performing materiel management functions traditionally performed by the government. These initiatives may include the Reformed Supply Support Program (RSSP), Total System Performance Responsibility (TSPR), Total System Support Responsibility (TSSR) Lightning Bolt 99-7, and Contractor Logistics Support (CLS). The contractor acts as a wholesale Inventory Control Point (ICP) and manages peculiar items. Contractors supporting Air Force weapons systems that deploy and/or have blue suit maintenance are required to interface with the Air Force data systems and ensure support is transparent to the users.

21.60. The SBSS/ILS-S will be the single face of retail supply. MILSTRIP transaction processing between the SBSS/ILS-S and the wholesale contractor will be though the Defense Automated Addressing System (DAAS), unless direct interfaces are developed. Detailed procedures are included in the applicable chapters of AFMAN 23-110, Volume 2, Part 2, Standard Base Supply System (SBSS).

Section 21L—LEAD THE FORCE (LTF) PROGRAM.

21.61. Overview.

21.61.1. Section Summary. This section provides the basic methods and documentation you will need to ensure LTF items are properly controlled and identified throughout each item's life. To provide these controls, you must follow these procedures:

21.61.1.1. Mark as LTF all documents involved with the lead the force program.

21.61.1.2. Use MILSTRIP priority designator 03 as a minimum for all issue requests and shipping documents. In appropriate circumstances, priority designator 01 or 02 may apply.

21.61.1.3. Process LTF items at base level as NRTS code 1. Condemning such items at base level is not authorized.

21.61.2. Purpose of LTF Program. This program identifies the failures of specific components for certain aircraft through accelerated flying hours. When used at affected organizations, this program and the controls (listed above) will provide extensive information about the service life of selected components.

21.62. Project Manager.

21.62.1. Appointment of Project Manager. A project manager will be appointed within Operations Support to provide absolute control over all LTF assets. Acting as the base's single point of contact, the LTF manager will make sure that all documentation is processed by (or through) him or her.

21.62.2. LTF Document Suspense File. The LTF manager will establish and maintain a document suspense file of all LTF transactions to ensure visibility of the assets. This file will alternately be composed of issues, turn-ins, shipments, and requisitions as specified in the following paragraphs.

21.63. Replacement of Unserviceable Items.

21.63.1. Submitting an Expedite Issue Request. The requesting organization must submit an expedite request to Demand Processing as instructed in chapter 11, section 11A. Enter the tail number of the aircraft in the mark-for field. Demand Processing personnel must handcarry the issue request to the LTF manager.

21.63.2. Filing the Issue Request. The LTF manager must file one copy of the issue request in document number sequence in the document suspense file. This file will serve as a suspense file until the item is turned in to Base Supply or replaced on the aircraft.

21.63.3. Processing an LTF Item Returned to Aircraft after Installation of a Replacement Item. If the item is repaired locally and returned to the aircraft after a replacement item has been installed, the following actions must be taken:

21.63.3.1. Maintenance personnel must prepare a DIFM turn-in document as instructed in chapter 13, section 13D. Clearly mark the aircraft's tail number on the turn-in document. Use the same document number on the turn-in that was used on the replacement issue document.

21.63.3.2. Maintenance personnel must forward the replacement item and turn-in document to Receiving of Base Supply after the repaired LTF item is installed on the aircraft.

21.63.3.3. Receiving will process the turn-in document in the normal manner with one exception: forward one copy of the turn-in document to the LTF manager.

21.63.3.4. The LTF monitor must remove the corresponding document number from the issue suspense file after receiving the turn-in document.

21.63.4. Processing an LTF Item Shipped NRTS to a Depot or SRA. To process such an item, the following actions must be taken:

21.63.4.1. Maintenance personnel must prepare a DIFM turn-in document as instructed in chapter 13, section 13D. Clearly mark the aircraft's tail number on the turn-in document. Use the same document number on the turn-in that was used on the replacement issue document.

21.63.4.2. Receiving will process the turn-in document in the normal manner with the following exceptions:

21.63.4.2.1. Use TEX code 1 on the input.

21.63.4.2.2. Forward one copy of the turn-in document to the LTF manager in the Operations Support Flight.

21.63.4.3. The LTF manager must take the following actions:

21.63.4.3.1. Prepare a shipping document as instructed in chapter 15, section 15B.

21.63.4.3.2. Prepare two special repair activity (SPR) inputs as follows:

21.63.4.3.2.1. Use special requirements flag R to prevent the SBSS from canceling the due-in.

21.63.4.3.2.2. Enter Y and the aircraft's tail number in the supplementary address field.

21.63.4.3.2.3. Use the same document number that was used for the shipping document prepared above.

21.63.4.3.2.4. Use priority designator 03 unless circumstances call for 01 or 02.

21.63.4.3.3. Prepare a MILSTRIP status input using status code BD with a long EDD. Use of this code prevents SBSS from producing automatic followups.

21.63.4.3.4. Process the shipping document, one SPR, and the status input in the normal manner.

21.63.4.3.5. Copy the document number of the replacement issue request on the duplicate SPR input. File this input in requisition number sequence. This file will serve as a suspense file until the LTF item is returned by the depot or SRA.

21.64. Off-Base Receipt of an LTF Item.

21.64.1. Receiving must notify the LTF manager when an LTF item is received off-base. The following actions must then be taken:

21.64.1.1. LTF Manager's Actions.

21.64.1.2. Remove the corresponding input from the requisition suspense file.

21.64.1.3. Give the organization document number written on the suspense input and the aircraft's tail number to Receiving.

21.64.1.4. File the requisition suspense input, in organization document number sequence, in the issue suspense file.

21.64.2. Receiving's Actions.

21.64.2.1. Prepare a post-post issue document (TEX 6) using the document number furnished by the LTF manager. Enter the tail number of the aircraft in the mark-for field.

21.64.2.2. Process the receiving document first, followed by the post-post issue request with a TEX code 8.

21.64.3. Other Responsibilities. After maintenance personnel receive the LTF item, the applicable procedures in this paragraph, must be taken.

21.65. Condemnation of an LTF Item.

21.65.1. ALC Base Support Activity's Actions. If the depot or SRA condemns an LTF item, the ALC base support activity must give the owning base instructions to requisition a replacement using a new document number.

21.65.2. LTF Monitor's Actions. After receiving a condemnation notice, the LTF manager must 1) cancel the due-in previously established, and 2) establish a new due-in.

Section 21M—VENDOR AND AF-OWNED CYLINDERS/CONTAINERS RETURNED FOR CREDIT.

21.66. Overview.

21.66.1. Section Summary. This section establishes procedures to control vendor-owned cylinders and containers. It also describes the procedure for the return of Air Force-owned cylinders as well as vendor-owned containers. For document processing of vendor-owned containers, Storage and Issue checks the 1VR transaction, updates the detail record, inspects the property prepared for shipment, and files the copy. The steps of a credit shipment and the reverse-posting of receipts, Air Force-owned containers, and documents are included. This chapter also describes the processing of lost or damaged cylinders or containers and the steps of RPS/main site and terminal processing.

21.66.2. Definitions. Vendor-owned containers include drums, cylinders, cable reels, carboys, and similar containers whose title remains with the vendor. Users of these containers return such items by a specified time in order to avoid paying vendors for their damage or loss. AF-owned containers are owned by the government.

21.67. Document Processing for Vendor-Owned and Air Force-Owned Containers.

21.67.1. Storage and Issue. This section ensures that the property received on a specific purchase order is inchecked, inspected, and processed under that purchase order number. The containers are issued from Storage and Issue to the using organization on an AF Form 1297, hand receipt, when the DOR is received for the contents. The hand receipts are sent to Storage and Issue for filing.

21.67.2. A 1VR Transaction. Pre-pare a 1VR transaction for the using organization with the shop code from the DOR. When containers of the same NSN are released to the same organization and shop code (including SI), only one 1VR is needed for the total quantity.

21.67.2.1. Enter the organization code in the optional data field. When property does not due-out release but goes to stock upon receipt, process a 1VR using shop code SI. A vendor-owned container detail record will be created for each 1VR input with a blank action flag. The program 1) processes the 1VR as a receipt not due-in, 2) writes a receipt transaction history, 3) interfaces with

an A&F program to assign the appropriate FIA code (000), and 4) builds a vendor-owned container detail record for vendor-owned property not physically located on base.

21.67.2.2. Maintain one copy of the DD Form 1348-1A (TRIC 1VR) receipt in Receiving until shipment is made. You may use this copy to prepare the (TRIC 1VS) shipment.

21.67.3. Updating the Detail Record. To update the vendor-owned container detail record, use a 1VR with action code C (see **Attachment 21M-1**). The 1VR changes the purchase order number, BPA call number, return date or optional data field. However, when cylinders and containers are issued from or returned to the warehouse, the warehouseman must prepare the 1VR change input to change the optional data field only (see chapter 14, section 14A). Obtain input data from the Cylinder /Container Listing (a locally developed program). Receiving prepares all other change requests.

21.67.4. Receiving or Storage and Issue. This section ensures that the property is inspected and processed for shipment to the vendor.

21.67.4.1. Prepare a 1VS transaction with a blank action flag for each shipment (see **Attachment 21M-2**). The 1VS transaction will result in the following:

21.67.4.1.1. A 260 reject notice will be output if the vendor-owned container detail record is not loaded when the 1VS is processed.

21.67.4.1.2. A 354 or 355 reject notice will be output if the detail record is located but the input NSN or system designator does not match. When the detail record is located, the program deletes or decreases the vendor-owned container detail record.

21.67.4.2. The program writes a shipment transaction history record and interfaces with A&F programs to assign the appropriate FIA code.

21.67.5. Filing of Copy. Send the original (TRIC 1VS) signed copy of the DD Form 1348-1A to Document Control for filing. (See chapter 15, attachment 15B-1 for a description of filing procedure.)

21.67.6. Credit Shipments for AF-Owned Containers. Receiving processes Air Force-owned containers returned for credit (shipments) with an action flag C (see **Attachment 21M-2**). The program decreases the item record balance and interfaces with A&F programs to build a claims receivable detail record, and a shipment transaction is written.

21.68. Reverse-Post Processing.

21.68.1. Reverse-Post of a Receipt. To reverse-post a receipt for a cylinder or container, process the offsetting transaction. To reverse-post the 1VR (receipt) which had position 7 blank, process a 1VS (shipment) transaction with position 7 blank. To create shipment (1VS) reverse-posts, process the appropriate 1VR.

21.68.2. Reverse-Post of an Air Force Container. To reverse-post an Air Force-owned container returned for credit (1VS with a C), process a 1VR with action flag F. This transaction increases the item record balance, writes a shipment reverse-post transaction history, and assigns FIA code 151. Accounting and Finance programs delete the claims receivable detail record.

21.68.3. Preparation of Reverse-Post Documents. To prepare the reverse-post documents, sign the output documents and state the reason for the reverse-post. Forward the signed documents to Document Control for filing.

21.69. Lost or Damaged Cylinder/Container Processing.

21.69.1. General Processing. Receiving initiates action by processing a 1VS input with action flag D (see **Attachment 21M-2**). The container program processes the 1VS input and deletes or decreases the vendor-owned container detail record for a lost or damaged cylinder or container. Receiving notifies A&F when this situation occurs. Accounting and Finance process the necessary billing or credit adjustments resulting from the lost or damaged cylinder or container.

21.69.2. Use of DRMO. Vendor-owned cylinders or containers are not sent to the DRMO. When purchased by the Air Force, damaged or unserviceable containers are turned in and processed at the DRMO. Regular procedures apply.

21.70. RPS/Main Site and Terminal Processing.

21.70.1. Printing Documents. Return all output documents and print on the terminal input function. If the terminal is down, route all traffic to the RPS/main system.

21.70.2. An I102 Management Notice. An I102 management notice is output by the computer when a 1VR is processed and position 7 is blank. If that input is processed through the RPS/main system, an I046 notice will be output to the RPS/main system. (See **Attachment 21M-3**, **Attachment 21M-4** Section A, **Attachment 21M-4** Section B, and **Attachment 21M-4** Section C for output formats.)

21.71. Cylinder/Container Listing.

21.71.1. Vendor-Owned Container Listing. Receiving maintains a list (vendor-owned container detail records) of all vendor-owned containers. Produce this list at least monthly or as required.

21.71.2. SURGE Program. The Management and Systems Flight develops a local mandatory program in a locally determined sequence. Receiving forwards a copy of the listing to the warehouse. This listing is annotated with the serial number from each container and is used to check the return dates as well as other information which facilitates the return of containers to avoid incurring additional expense to the government.

Section 21N—CENTRALIZED REPAIR ACTIVITY (CRA) /CENTRALIZED INTERMEDIATE REPAIR FACILITY (CIRF).

21.72. Overview. This section provides procedures for shipping unserviceable assets to a CRA/CIRF for intermediate level maintenance repair and requisitioning the repaired assets from the CRA/CIRF to fill requirements. These procedures apply to Air Force activities supported by or designated to operate under the CRA/CIRF concept. This section is not intended to be all-inclusive. MAJCOMs will supplement this section with specific implementation instructions. If the CRA/CIRF is in a different MAJCOM than the supported base, contact the MAJCOM Supply Staff for additional guidance.

21.73. Purpose of Centralized Repair. Centralized repair consolidates maintenance and supply resources at designated locations. These services are available to an organization that cannot service its own equipment or cannot perform intermediate level maintenance on AF reparable assets. To provide intermediate level maintenance of unserviceable assets, centralized repair offers the following resources: tools, test equipment, spare and repair parts, and skilled personnel. Centralized repair sustains or enhances logistics responsiveness and operations effectiveness while reducing costs.

21.74. Concept of Operation.

21.74.1. The centralized repair concept requires close coordination between the centralized repair facility and the supported base(s). Internal SBSS records at both locations must be correctly updated to ensure the process works correctly. When used properly these procedures will override the normal RIMCS data for reparable shipments transferred to the CRA/CIRF for repair. The CRA/CIRF process is designed to minimize manual intervention and ensure accurate Daily RAMPS reporting. The repair base loads or updates the item and repair cycle records to identify the repair organization and shop code of the organization responsible for repair. This will ensure that when reparable items arrive from the supported base, the items will automatically release to the repair organization for repair. The supported base must also update item and repair cycle records of items managed under this concept to ensure they are automatically shipped to the repair facility. Other support records such as shipping destination records, routing identifier records, RIC to DODAAC conversion records, requisition override records, shipment override records, and adjusted stock level records may also be needed.

21.74.2. Interaction with two-level maintenance program. The two-level maintenance and agile logistics programs impact CRA/CIRF processing. If an item is coded for two-level maintenance or agile logistics (102-Level-of-Maintenance code on the repair cycle record is A, B, C, or D) then CRA/CIRF shipment processing will not work completely as designed. Therefore these items should not normally be coded for CRA/CIRF management. If a two-level item is required to be included in the CRA/CIRF program then cataloging actions to remove the two-level designation should be initiated.

21.74.3. Supply Support Procedures. Follow normal Supply procedures to provide supply support to centralized repair.

21.75. CRA/CIRF Host Chief of Supply Procedures.

21.75.1. The CRA/CIRF host Chief of Supply has the following responsibilities:

21.75.2. Load Item Records. Make sure that item records are loaded for the specified NSNs.

21.75.3. Load the Repair Organization and Shop Codes. Use TRIC FRR to load the designated base repair activity's organization and shop codes to the repair cycle records of each item being managed under this concept. This entry ensures unserviceable items are not suspended on a DIFM unserviceable (R920RW) detail records when they are received.

21.75.4. Process Prepositioned Materiel Receipt Inputs. Make sure all prepositioned materiel receipt inputs (DWA) received from the supported location are processed immediately. DWA will establish due-in detail records to record the receipt and disposition of reparable assets against. In order to ensure proper RAMPS reporting it is essential that DWAs are generated from the shipping activity and processed at the receiving activity. If DWAs for unserviceable shipments to the CRA/CIRF are not being received, contact the supported base(s) to ensure they have the PPMR flag set on their shipping destination record and DWAs are being routed properly. If a DWA is processed and the designated base repair activity is blank (organization and shop code of designated repair activity field), then a 530 reject notice is output (see chapter 7).

21.75.5. Process Receipts and MSI to the Repair facility. When reparable items are received and the due-in is loaded (via DWA as described above) and repair organization/shop code was loaded properly then an unserviceable issue request (MSI) will automatically be formatted and processed to release the reparable item to the repair facility.

21.75.5.1. The document number of the automatic MSI will consist of activity code C and the organization and shop code of the repairing organization. If the repairing organization and shop code was not loaded properly then the reparable will be suspended on a DIFM unserviceable (R920RW) detail. If this occurs, issue (MSI) the suspended asset to the repairing organization and use TRIC FRR to load the correct organization and shop code to the repair cycle record. This will ensure future receipts for the item are issued (MSI) automatically.

21.75.5.2. Correct individual 356 rejects generated as result of reparable shipments to the CRA/CIRF by inputting a properly formatted DWA (prepared as is it should have come from the shipping activity) and reprocessing the REC. If multiple 356 rejects (due-in detail not loaded) occur because of reparable shipments from supported units, contact the supported unit to ensure they have the PPMR flag set on their shipping destination record and DWAs are being routed properly. Again, this process is essential for accurate RAMPS reporting.

21.75.5.3. Equipment items (ERRCD NFx) are retained on a DIFM unserviceable detail record and an I045/I046 management notice is produced. Process an MSI to issue equipment items to the appropriate repair shop.

21.75.6. Ensure the 001-R920-FLAG is set to N for automatic MSI to occur.

21.75.7. Determine Stock Levels to be Maintained. Establish stock levels by negotiating adjusted levels or by modifying the O&ST and exception repair cycle days (elements of the item and repair cycle records) at the discretion of your MAJCOM.

21.75.8. Process Internal Requisitions and Shipments (RDO). Lateral requisitioning procedures may be used by the supported bases. Process these requisitions and shipments according to established procedures found in chapter 9 and chapter 15.

21.75.9. Retain Repaired Assets. Retain repaired assets until needed to satisfy AF requirements.

21.76. Operating Location (Supported Base) Procedures. The supported base Chief of Supply has the following responsibilities:

21.76.1. Load Support Records. The shipping destination, routing identifier, and RIC to DODAAC Conversion Records for the CRA/CIRF SRAN must be loaded. Use TRIC FRD to load the shipping destination record for the CRA/CIRF (ensure the PPMR Flag is set as indicated below). Use TRIC FRI to load the routing identifier for the CRA/CIRF. Use TRIC RDC to load the RIC to DODAAC conversion record.

21.76.2. Determine Method Used to Identify Items for Automatic Shipment. Two options exist for identifying items for automatic shipment.

21.76.2.1. Option One is to use TRIC FXR to load a shipment override record containing a locally assigned shipment exception code, the ship to SRAN, project code, and priority designator. After the override record is established use TRIC FCD to load the chosen shipment exception code to each item managed under the CRA/CIRF concept. This option should be used with caution it will override the RIMCS Ship-to-SRAN for all NRTS actions (not just maintenance action taken code D) and ship the reparable item to the override SRAN. This action could skew D28 RAMPS reporting because the NRTS D actions are reported differently than other NRTS actions.

21.76.2.2. Option Two is to use TRIC FRR to load the Alternate Repair Activity SRAN, project code, and shipment priority directly to the repair cycle records of each item. If this option is used, do not confuse these entries with the RIMCS ship-to-SRAN and priority populated by AFMC.

RIMCS data will still apply if reparables are turned in with maintenance action taken codes (MATC) other than D so D28 RAMPS reporting will be correct.

21.76.3. Load Requisition Override Record. Use TRIC FXR to load this record with the applicable information needed to effect lateral requisitioning from the CRA/CIRF (see Lateral Requisitioning in Chapter 9 and Exception Phrases in Chapter 27). The major command responsible for the CRA/CIRF will specify the option to fill or kill (advice code 2C), fill or back order (advice code 6X), or fill or pass (blank advice code) requisitions. After the override record is loaded use TRIC FCD to load the REX code that identifies the override records to the affected item records.

21.76.4. Process Reparable Turn-Ins. For items being forwarded to the CRA/CIRF, process reparable turn-ins to Supply using maintenance action taken code D (Bench checked--transferred to another base (for bench check, calibration, or repair)). If MATC D is not used, D28 RAMPS reporting may be skewed.

21.76.5. Load PPMR Flag. Use TRIC FRD to load the PPMR flag in the shipping destination record for the CRA/CIRF SRAN. This flag will trigger DWA outputs whenever an unserviceable item is automatically shipped to the CRA/CIRF. DWA will automatically be forwarded to the CRA/CIRF host Chief of Supply through DAAS.

21.77. Atomic Energy Detection System (AEDS).

21.77.1. Atomic Research Equipment (ARE). ARE is used in support of the AEDS. The Centralized Repair Activity (CRA) for ARE spares is the Intelligence Support Flight (FB/FE 7048), Lackland AFB, TX 78243-7134.

21.77.2. Host Chief of Supply. The host Chief of Supply for this equipment is FB7048, routing identifier DW3, Lackland AFB TX.

21.77.3. Item Manager for ARE Spares. Stock levels to be maintained for ARE spares should have special levels established. The Technical Applications Product Division (CPSG/ZIM) is the Item Manager for the ARE spares. Requests for special levels should be forwarded to the Technical Operations Division/LGE for final approval. The DD Form 1348-1A, non-NSN requisition (manual), for ARE spares may be obtained from the Technical Operations Division/LGS.

21.77.4. Item Identification. All ARE spares can be identified by a P in the fifth position of the stock number and the SRAN 7048 in the last four positions.

21.77.5. ARE Activities. Locations with ARE assets will process an R32, Item Record Selective Readout, on a monthly basis to be forwarded to the Technical Applications Product Division (CPSG/ZIM), Lackland AFB TX 78243. Selection criteria will be stock number with a P in the fifth position, 7048 in the last four positions, and all details printed out.

Section 21O—RECLAMATION.

21.78. Overview. This section explains reclamation procedures and policies (including nonprogrammed crash/battle damaged) as outlined in volume 6, and AFMCR 65-31. It includes the identification of reclamation items and the processing of save list items.

21.79. Identification of Reclamation Items.

21.79.1. Standard Responsibilities. AFMC SM, EM, and CIM are responsible for initiating and identifying items to be reclaimed. AFMC furnishes the organization with a save list identifying all items to be reclaimed. The exceptions to this policy are AF centrally-procured items and base-funded items.

21.79.2. AF Centrally-Procured Items. Base activities may reclaim AF centrally-procured items provided the items are not on the save list and cannot be obtained through normal requisitioning channels.

21.79.3. Base-Funded Items. Base activities may reclaim base-funded items required locally when they can be economically recovered and restored to a serviceable condition by the reclaiming activity.

21.80. Processing Save List Items.

21.80.1. Save List Items. Save list items are immediately turned in to Base Supply at the time of reclamation. Reclamation items are not turned in to DRMO.

21.80.2. Shipping Instructions. Shipping instructions are included in the save list.

Section 21P—F-16 EUROPEAN STORAGE AND DISTRIBUTION POINT (ESDP).

21.81. Overview.

21.81.1. Section Summary. This section establishes procedures, assigns responsibility, and gives instruction for the operation of the ESDP. It provides procedures to implement guidance contained in volume 1, part 1, chapter 11, section AC. The procedures described in this section are applicable to USAF/FLC/USAFE and the EPG, that is, Belgium, Denmark, Netherlands, and Norway as agreed in the F-16 MNFP Steering Committee Decision Number 20, dated August l976.

21.81.2. Definition of the Agreement of the F-16 MNFP Steering Committee. The members of the F-16 MNFP Steering Committee, that is, representatives of the U.S. Government and the EPG, have agreed to centrally store and issue certain high cost and low usage insurance-type items for use in emergency or unusual situations by units of USAFE and the Air Forces of the EPG. The ESDP is located at Ramstein AB, Germany.

21.82. Initial Stockage.

21.82.1. Selection of Items Stored in ESDP. Representatives of the USAF and the EPG jointly select items to be stored in the ESDP. The F-16 SM located at OO-ALC is responsible for procuring, monitoring, and maintaining status and visibility of all ESDP assets. To meet this SM visibility requirement, the SBSS reports asset status to the applicable IM via RAMPS. The IM then provides these data to the SM as required.

21.82.2. Duties of the USAFE ESDP Manager. The USAFE ESDP manager at Ramstein AB will do the following:

21.82.2.1. Establish an item record for each ESDP stock number in the SBSS database.

21.82.2.2. Stock and store assets belonging to the ESDP.

21.82.2.3. Ensure that an excess exception code and a maximum level of zero is established for each ESDP stock number.

21.82.2.4. Ensure that ESDP assets are not transferred except in response to IM directions. To meet these requirements, the Chief of Supply at Ramstein AB ensures that locally assigned requisition, issue, and shipment exception codes are established to reject all ESDP asset transactions. These rejected inputs are then screened for management review and, when processing is required, they will be corrected and reinput using the correct TEX code. These codes require exception control inputs (ECC).

21.82.2.5. Route assets requiring TCTO actions through the proper maintenance shop for modification. The SM/IM advises the USAFE ESDP manager of TCTO requirements and provides appropriate kits.

NOTE: Normal RAMPS provides the applicable IM with reports of shipments and receipt actions.

21.83. Issue/Shipments.

21.83.1. ESDP Assets. ESDP assets are not issue (ISU/MSI) Withdrawals are directed by the IM. These transactions are processed as shipments (DIC A2x).

21.83.2. An A2 (x) Redistribution Order. The IM initiates an A2(x) RDO directing shipment from the ESDP. When necessary to include special instructions, the RDO is done by message.

21.83.3. Notification of Shipment. The ESDP provides the IM notification of shipment through RAMPS reporting and applicable shipping data by message.

21.84. Replacement. The government (U.S. Government or EPG) that withdraws an asset from the ESPD is responsible for replacing it within normal lead time.

21.85. Financing. The cost to initially stock the ESDP, including transportation, is prorated and paid by the US Government and EPG according to the F-16 MNFP Steering Committee arrangement number 13, 20 December 1977, unless superseded by subsequent SC arrangement.

21.86. Requisitions. Status and visibility of all ESDP assets. To meet this SM visibility requirement, the SBSS reports asset status to the applicable IM via RAMPS. The IM then provides these data to the SM as required. ESDP assets are not requisitioned. Initial stocks and replacements are pushed by the IM. The ESDP is told of this action so a due-in detail record can be loaded and a receipt due-in (TRIC REC) produced.

Section 21Q—MANAGEMENT AND CONTROL OF AFTERBURNERS AND QEC KITS.

21.87. Overview. This section first explains how item records are loaded for afterburners and QEC kits. Next, it details the base engine manager's responsibility for overall control of afterburner and QEC kit transactions. Finally, the procedures for receipt, issue, turn-in, storage, and shipment of these items are discussed.

21.88. Item Record Loading.

21.88.1. Responsibility for Item Record Loading. The base engine manager, with the help of Demand Processing of the Customer Support Flight, will load item records for each afterburner and QEC kit. These item records will carry the stock number applicable to base use.

21.88.2. REX and SEX. Item records for afterburners and QEC kits will be loaded with a REX 4, since distribution of these items is provided by the IM. A SEX may be loaded at major command option for review purposes.

21.88.3. IEX. Each item record for afterburners and QEC kits will be loaded with an IEX H and the phrase ENGINE MANAGER CONTROLLED ITEM. The phrase will be loaded with an asterisk (*) in the first position of the phrase. This will cause the phrase to be printed on the issue document.

21.88.4. Normal Fixed Level Determination. A fixed level equal to the approved spare engine inventory level will be loaded to a special level detail. The authorized level is normally preset by spare engine negotiations between AFMC and the operating command engine manager.

21.88.5. Exceptions to the Normal Fixed Level Detail. These exceptions will be negotiated between major command and the applicable IM. Since these exceptions to the normal fixed level are determined in advance by the major command and the IM, AF Forms 1996 are NOT required. Upon load or validation of a prenegotiated special level, an XE4 will automatically be prepared to be forwarded to the appropriate IM via transceiver.

21.88.6. Establishment of a Supply Point. The supply point established in the engine maintenance shop will have an authorized quantity equal to the fixed level. When afterburners and QEC kits are received, the Chief of Supply will issue them immediately to the engine shop supply point.

21.89. Item Record Accountability.

21.89.1. Primary Accountability. Once item records have been loaded, the base engine manager is responsible for item record accountability. He/she will prepare turn-in documents for each afterburner or QEC kit spare, including those installed on a spare engine. Basic policy and procedural guidelines that the base engine manager must use are outlined in volume 1, part 1, chapter 2 and AFI 21-104.

21.89.2. Physical Turn-in of Afterburners and QEC Kits. Afterburners and QEC kits will be physically turned in to the supply point when not scheduled for immediate installation on a spare engine.

21.90. Receipts Not Due-In. Afterburners and QEC kits received with engine shipments will be picked up with the same document number of the engine shipment issued by the IM. Afterburners and QEC kits received through automatic shipments will be picked up using the same document number assigned to the automatic shipment. Both of these shipments will be processed as receipts not due-in.

21.91. Issue Procedures.

21.91.1. Replacement Parts. Afterburners and QEC kits, (to include those installed on spare engines), will be maintained on supply point details. At the time a spare engine is installed, no issue for the afterburner or QEC kit need be processed. As long as they remain an integral part of the engine, replacement parts will be requisitioned against the engine. However, when either an afterburner or QEC kit is removed from the engine, an issue will be processed. Replacement parts will be requisitioned against the removed part.

21.91.2. Issue Document. Copy 2 of each issue document with the phrase, ENGINE MANAGER CONTROLLED ITEM, will be forwarded to the engine manager.

21.91.3. DIFM Status of Reparable Afterburners. When an after-burner is undergoing repair, the base engine manager will advise the DIFM manager in Repair Cycle Support of the current DIFM

status of that afterburner. If it becomes necessary to order replacement parts, the DIFM status will automatically be updated to AWP.

21.91.4. DIFM Status of QEC Kits Needing Repair. When the engine manager receives an issue document for a QEC kit, he will advise Repair Cycle Support to load a DIFM status of AWM. When the removed engine is returned to the engine shop, Maintenance will then advise Repair Cycle Support to load a DIFM status code of in shop (INW) for the issued kit. If it becomes necessary to order replacement parts, the DIFM status will be updated to AWP.

21.92. Turn-In Procedures.

21.92.1. QEC Kits Removed from the Engine. When an engine is removed from an aircraft and the QEC kit is removed from the engine, the kit will be thoroughly cleaned and all worn parts repaired or replaced. Maintenance will then process a serviceable turn-in to the supply point, using the document number of the issued DIFM.

21.92.2. Repaired Afterburners. Normal DIFM turn-in procedures apply to afterburners except when they are repaired. After being repaired, afterburners will normally be processed for issue/DOR (due-out release) back to the appropriate supply point detail.

21.92.3. Validated Engine NMCS. When installation of an incomplete afterburner or QEC kit results in a validated engine NMCS, the kit will be turned in to the supply point detail. The AWP item requirements will be upgraded to engine NMCS.

21.92.4. Turn-In to the SBSS. The engine manager will prepare the necessary paperwork when an afterburner or QEC kit is turned in from a supply point to the SBSS.

21.93. Shipments.

21.93.1. Excess Afterburners and QEC Kits. The item manager will redistribute excess afterburners and QEC kits, (those at the supply point or on an item record balance), through RAMPS. He/she will follow procedures stated in volume 1, part 1, chapter 10, section V that tell how to account for QEC kits. In the event the major command has elected use of the SEX code for review purposes, automatic shipments will not be made. The use of a SEX code ensures the most accurate assessment of current inventory levels.

21.93.2. Built-up Engine (With QEC Kit). When the engine manager ships a built-up engine (with QEC kit), he/she will prepare a turn-in and process the QEC kit from the supply point detail. A post-post shipping document for the engine shipment, DD Form 1348-1A, will be prepared using normal shipping procedures as outlined in chapter 15, section 15A. The same document number will also be used to process a post-post shipment of the QEC kit as outlined in chapter 15.

21.94. Shipments to Queen Bee Activities. Afterburners and QEC kits being shipped with engines to Queen Bee activities will use normal shipping procedures. The item will be turned in from the DIFM detail as unserviceable and shipped post-post to the Queen Bee SRAN. When the Queen Bee activity receives the afterburner and/or QEC kit, it will take immediate action to issue the item to maintenance (DIFM). Upon completion of the work, the item will be processed as a turn-in to the basic item record to await disposition.

21.95. Forward Operating Locations (FOL). Afterburners and QEC kits located at forward operating locations may be accounted for on a separate supply point detail at the discretion of the support base engine manager.

21.96. Reporting of Parts Shortages. AWP disposition requests (XE7) will be generated for afterburner and QEC kit parts shortages (see chapter 17, section 17B) because these requirements are managed as AWP requests. The purpose of this technique is to identify the requirement to the AFMC item manager for assistance in filling parts shortages. No action should be taken to evacuate an afterburner or QEC kit as a result of the AWP disposition request.

Section 21R—CALIBRATION/REPAIR/RETURN.

21.97. Overview.

21.97.1. Section Summary. This section presents procedures for the turn-in, receipt, and evacuation of items for CRR excluding PME. (See volume 1, part 1, chapter 5, for CRR procedures for PME items.) It also presents procedures for processing CRR documents for input/output, requisitions, and termination of accountability.

21.97.2. Off-Base Calibration/Repair/Return. At times, property must be sent to off-base locations for calibration/repair and return. Vendors, contractors, and calibration/repair activities (with the exception of the calibration/repair activities at the computer support base) are considered off-base. Standard base procedures for processing property for calibration/repair and return are outlined below. These procedures do not apply to AFMC-managed XD/XF items, except when directed to return them directly to the contractor under warranty programs.

NOTE: Do NOT use these procedures to ship small arms (CIC N or 4) under any conditions.

21.97.3. Purpose. These procedures document the movement of property from the customer through the supply system and back to the customer without charging O&M funds.

21.97.4. Inputs to System. Inputs to the system must contain project code 440, pacer shell. This project code identifies equipment and materiel not on a maintenance scheduling and control system.

21.98. Turn-In of Equipment for Calibration, Repair, and Return.

21.98.1. Tagging of Equipment. The custodian will ensure that the equipment is properly tagged with an AFTO Form 350 and that the tag is clearly marked CALIBRATION/REPAIR AND RETURN.

21.98.2. Requesting Preparation for Repair and Return. The custodian will contact the EMS to request preparation of a repair and return (TRIC RAR) input.

21.98.3. Preparing the Repair and Return Input Document. Equipment Management will prepare a repair and return (TRIC RAR) input document (see **Attachment 21R-1**). The document number for equipment will be the existing authorized/in-use detail document number, with activity code E and the current data entered in positions 36-39. If no authorized/in-use detail record exists, then the document number will be the next available number from the control register (but the activity code must be E).

21.98.4. Preparing the RAR Input Document for EMC-1 Items. For EMC-1 items an activity code P will be automatically assigned by the program if no authorized/in-use detail is loaded. This ensures

that the due-out detail record is established with an activity code P. The prepared RAR may be input through any terminal or the RPS/main system.

21.98.5. Reverse-Posting Unauthorized. Reverse-posting of TRIC RAR is not authorized. If, for any reason, the RAR was processed with invalid data, then do the following:

21.98.5.1. Prepare and process a TRIC REC. Use TEX code 2 and the due-out document number created by the erroneous input in positions 60-73. (See chapter 10, attachment 10A-1 for the remainder of the REC format.)

21.98.5.2. Find and destroy the AOE that was produced for routing to the repair base.

21.98.5.3. If the AOE has already been sent to the repair base, tell the repair base to process a TRIC DOC to cancel the lateral due-out.

21.99. Turn-In of Expendable Items (Except For AFMC Managed XD/XF) for Calibration, Repair, and Return.

21.99.1. Cleaning and Tagging. The user will ensure that the item is clean and properly tagged.

21.99.2. Requesting Preparations for Repair and Return. The user will contact Operations Support and request preparation of a repair and return (TRIC RAR) input.

21.99.3. Preparing the RAR Input Document. Operations Support will prepare a repair and return (TRIC RAR) input document (see **Attachment 21R-1**). The document number will contain activity code P. The prepared RAR may be input through any terminal or the RPS/main system.

21.100. Unserviceable Assets In Warehouse.

21.100.1. Issuing Unserviceable Items to Inspection. If an unserviceable item is in stock, and if RAR procedures are to be used, then the property must be issued (MSI) to Inspection. Use activity code C, organization code 004 (CSB) or 041-049 (satellites), and shop code NS. (For example, C004NS or C041NS through C049NS.)

21.100.2. Preparing the RAR Input Document. Inspection will prepare a RAR input document (see **Attachment 21R-1**). Enter asset location code 2 and organization code 004 for the CSB and 041-049 for satellites.

21.100.3. Due-Out Release of Repaired Items. When an item has been repaired, it will be due-out released to Inspection. Inspection must prepare a TIN (C004NS) for CSB and (C041NS through C049NS) for satellites to clear the DIFM detail record and return the item to stock.

21.101. CRR Input/Output Document Processing.

21.101.1. Results of RAR Inputs. Input of the RAR will create the following outputs:

21.101.1.1. RAR credit document (suppressed if input TEX is 6).

21.101.1.2. SHP shipping document (suppressed if input TEX is 6).

21.101.1.3. AOE (requisition document) (not created if the repair activity is not a S2200/400 SBSS/GV base).

21.101.1.4. REC (receipt trigger).

NOTE: If the item is on an authorized/in-use detail, decrease the on-hand balance. (Delete the authorized/in-use detail record if the item is a substitute and the on-hand balance is decreased to zero.)

21.101.2. Processing RAR Outputs. Process RAR outputs as follows:

21.101.2.1. The RAR is forwarded to Pickup and Delivery, which will pick up the property, acknowledge its receipt, and deliver it to Transportation.

NOTE: The output RAR will contain a I118 MGT, indicating that a due-out has been established and that a lateral requisition has been submitted.

21.101.2.2. SHP shipping document (see chapter 15, attachment 15B-1).

21.101.2.3. The AOE is prepared for transmission by Requisitioning. The AOE may be either mailed or transceived.

21.101.2.4. REC (receipt trigger) (see chapter 10).

21.102. Processing Requisitions for CRR Items.

21.102.1. Entering the AOx. Once the AOx has been received and processed by the repair/calibration activity, the AOx will generate a 262 reject for distribution to Stock Control, indicating that an activity code C issue document number and a delivery destination are required on requisitions for repair and return items. Upon receiving the 262 reject, Stock Control will do the following:

21.102.1.1. Obtain an issue control number from Demand Processing.

21.102.1.2. Advise Maintenance of the number of units in transit and the date of the document, which will indicate an approximate shipping date.

21.102.1.3. Obtain the appropriate shop and organization codes from Maintenance.

21.102.1.4. Enter the delivery destination in positions 4-6 and the document number in positions 67-80 of the AOx.

21.102.2. Results of Entering the AOx. Inputting the AOx with an issue document number (positions 67-80) and delivery destination (4-6) will cause the SBSS ADS to create the following:

21.102.2.1. A memo due-out.

21.102.2.2. An AEx status document with status code BD and an estimated delivery date 30 days after the input processing date.

21.102.2.3. A receipt trigger.

21.102.3. Processing of Outputs. Outputs will be processed as follows:

21.102.3.1. The memo-due out will stay in memo status until the reparable item is received.

21.102.3.2. Status will be transmitted to the requesting base.

21.102.3.3. The receipt trigger will be forwarded to Receiving for filing, see chapter 10.

21.103. Receipt of Items for CRR Action.

21.103.1. Receiving Materiel. Receipt not due-in procedures (J in position 52) will be used when the materiel is received at the calibrating/repair base. Procedures for documenting, distributing, inspect-

ing, and accepting the property are outlined in chapter 10. The receipt trigger may be input through a terminal or the RPS/main system. All RAR receipts must be processed as serviceable.

21.103.2. Processing the Receipt. When the receipt is processed, the memo due-out designator on the due-out detail will be changed to zero. Using the document number from the receipt trigger (positions 60-73) or the due-out detail mark-for field, program control will create an activity code C (issue request). This process 1) establishes an activity code C DIFM detail with a blank EAID flag (type of organization code field), and 2) creates an output activity code C (unserviceable) issue document. Output issue documents will not be generated if the receipt is processed as post-post (TEX 6).

21.103.3. Document Number. The issue and DIFM detail will be assigned the document number entered in the receipt trigger. If no document number is entered in the receipt, the SBSS ADS will use the document number in the due-out detail mark-for field. If there is no number in the receipt or due-out detail, then the input will reject.

21.103.4. The Output Issue Document. The activity code C issue document will be output at the input terminal. The document will be formatted as outlined in chapter 11, but with the following exceptions:

21.103.4.1. The mark-for block will indicate the document number of the lateral requisition submitted by the originating base.

21.103.4.2. Block V will contain the phrase CALIBRATION REPAIR AND RETURN.

21.103.5. Delivering the Property. The property and the issue document will be forwarded to Pickup and Delivery for delivery. Then both the issue document and the property will be delivered to the address given in the delivery destination block of the issue document.

21.104. Evacuation of CRR Items.

21.104.1. Tagging and Turn-In of Property. When the property has been repaired or calibrated, the maintenance activity will ensure that it is properly tagged and turned in. The turn-in will be prepared as outlined in chapter 13 and must contain the applicable RAR project code from the original issue document. The maintenance activity will also ensure that the property is delivered to Receiving with the prepared turn-in document.

NOTE: If further calibration or repair is required, Operations Support will ensure that the SRAN of the next calibration/repair activity is entered in the supplementary address field of the TIN.

21.104.2. Serviceable Items. If the item is serviceable, the SBSS ADS will generate a shipping document. Both the document and the property will be processed as outlined in chapter 15.

21.104.3. Reparable Items. If the item is reparable, the SBSS ADS will cancel the due-out, create a reparable shipping document and an I121 management notice. The shipping document will be processed as outlined in chapter 15, but if the item is being returned NRTS to a SRA, then one copy of the shipping document will be forwarded to the originator of the CRR item. The management notice will be output to Stock Control, who will send a status report to the originator, indicating that a calibration/repair and return item has been determined NRTS and that a replacement should be requisitioned from the inventory manager. If the item is shipped to another calibration/repair and return activity, Stock Control will do the following:

21.104.3.1. Prepare and forward passing status to the originator, with the stock record account number of the next calibrating/repairing activity in the supplementary address field of the status record.

21.104.3.2. Prepare a requisition for mailing or transmitting to the calibrating/repairing activity. The requisition will be a duplicate of the original requisition submitted by the activity that initially shipped the item for calibration or repair, except that the supplementary address will be changed to the next calibration/repair activity.

21.104.4. Condemned Items. The SBSS ADS will cancel the due-out and create both a TRM and a management notice.

21.104.4.1. The TRM will be processed as outlined in chapter 15, attachment 15F-2.

NOTE: When the TRM is input, the SBSS ADS will produce a DD Form 1348-1A with the originator's document number in the disposal authority additional phrase field. This document number will be circled, and the additional phrase entered when applicable. Stock Control will use the circled document number to match the document with the management notice produced.

21.104.4.2. The management notice will be output to Stock Control, who will 1) prepare a status report to the originator indicating that a calibration/repair and return item has been condemned and that a replacement should be requisitioned from the inventory manager, and 2) ensure that a copy of the DD Form 1348-1A is forwarded to the originator of the CRR item.

21.105. Termination of Accountability for Unserviceable Assets that were NRTS/Condemned at the Repair Base. Accountability at the shipping base will be terminated for items determined NRTS or condemned at the calibrating/repairing base as follows:

21.105.1. Processing of NRTS/Condemned TIN. Processing of a NRTS/ condemned TIN at the repairing base will produce a management notice for Stock Control.

21.105.2. Notifying the Owning Base of NRTS/Condemned Items. The repairing base Stock Control will notify the owning base Stock Control that the item was NRTS/condemned.

21.105.3. Responding to the NRTS/Condemned Report. The owning base Stock Control will do the following in response to an NRTS/condemned report:

21.105.3.1. Cancel the due-in.

21.105.3.2. Cancel the due-out to Inspection.

21.105.3.3. Process a post-post turn-in (TIN) and shipment (SHP) to the repairing base. This is required to clear the DIFM detail record.

21.105.3.4. Label the turn-in (TIN) PAPER-WORK-TRANSACTION ONLY and cross-reference it to the shipping document/A5J received from the repairing base.

21.105.3.5. File the cross-referenced copies in Document Control.

21.106. Receipt of Calibrated/Repaired and Returned Items. The receiving activity will process calibrated/repaired and returned property.

21.107. Property Lost in the Repair and Return Processing Cycle. AFI 23-111 defines responsibility for public property. This directive applies to property lost in the repair and return processing cycle. When

an item is lost while undergoing repair, there are numerous possible solutions. For example, if excesses are available, a substitute from available stocks may be shipped. If the lost item is part of a matched calibrated set, a replacement set may be shipped if one is available from the repairing activity. In either instance, coordination is necessary with the originator of the reparable item for repair and return. If no assets are available, then the repairing activity may be able to replace and calibrate the lost item much faster than the activity generating the reparable. Given the possibilities, local managers must determine the most appropriate solutions.

21.108. Special Warranty Procedures for AFMC Investment Items. If the calibration and/or repair activity is a commercial source, then CRR procedures may be used for AFMC investment items. When the CRR is performed by a commercial activity, the EYxxxx or EZxxxx account number must be entered in the supplementary address field of the (RAR) input document. A shipping destination record must also be loaded for the commercial activity. A manual (AE1) follow-up with a BD status, and an EST date of 30 days CONUS (45 days overseas) from the shipment date, should be processed immediately.

Section 21S—VEHICLE TIRES.

21.109. Overview. This section generally covers management and control procedures for ground-vehicle tires. Specifically, the processing techniques for identification, buildup, issue, storage, and turn-in of vehicle tires are detailed. The last portion of this section discusses tires on vehicles transferred to DRMO. This section supplements material outlined in TO 00-25-245.

21.110. Tire Identification.

21.110.1. New and Used Tires. New and used tires will be identified by the stock numbers provided in the Federal Supply Catalog or the SNUD.

21.110.2. Recapped Tires. These tires will have a dash two (-2) assigned to the national stock number for the original tread.

21.110.3. Nonnationally Stock-Numbered Seasonal and Odd Size Tires. Nonnationally stock-numbered seasonal (studded, mud, and snow) and odd size (wide oval, etc.) tires will be assigned a local stock number.

21.111. Interchangeable and Substitute Group (ISG).

21.111.1. Fully Interchangeable New and Used Tires. Fully interchangeable new and used tires will be loaded in ISG groups as masters and interchangeables as appropriate. Bias ply, bias belted and radials will not be related as interchangeables. (For more specific information, see AFM 77-310, volume II, chapter 2.)

21.111.2. Recapped Tires. Recapped tires are not loaded in ISG groups. These tires are related to the basic stock number with a dash two (-2) in the stock number field and the 16 bit of the other asset indicator on the item record for the original tread.

21.111.3. Seasonal and Odd Size Tires. Seasonal (studded, mud, and snow) and odd size tires will be loaded in ISG groups as substitutes.

21.112. Supply Points.

21.112.1. Establishment of Supply Points. A supply point for vehicle tires normally will be established as stated in chapter 24, section 24A and TO 00-25-246, in or adjacent to the tire shop. If a supply point is established, the number of built-up assemblies to be maintained will be determined by the Chief of Transportation, based on the following: demand levels, previous supply point needs, and the availability of wheels.

21.112.2. Space Limitations. When supply points cannot be established, bases will develop local procedures to ensure that:

21.112.2.1. DIFM control is applied to replacement issues.

21.112.2.2. Maximum use is made of used serviceable and recappable tires.

21.113. Operation of the Supply Point.

21.113.1. Staffing of the Supply Point. Manning of the supply point will be determined in one of two ways. One way allows the Chief of Supply and the Chief of Transportation jointly to make staffing decisions. Using the other method, the major command will assign sole responsibility for supply point staffing to either the Chief of Supply or the Chief of Transportation.

21.113.2. Hours of Operation. Hours of operation also will be determined jointly by the Chief of Supply and the Chief of Transportation.

21.113.3. When Supply Point Details Are Not Maintained. If total stocks are located within the supply point but supply point details are not established, the supply point personnel will receive, store, and issue tires as outlined in chapter 14. The procedures discussed in this section will act as a supplement to chapter 14.

21.113.4. When Supply Point Details Are Maintained. Supply points will be operated as outlined in chapter 24, section 24A. If supply point details are maintained for tire stocks located in the supply point, the issue (ISU/MSI) and turn-in procedures outlined in chapter 24, section 24A apply as modified by this section.

21.114. Buildup Procedures.

21.114.1. Number of Wheels Maintained. A sufficient number of wheels should be maintained to keep replacement and spare tires in a buildup status. Serviceable tires removed from vehicles because of seasonal changes or turn-ins should be maintained as built-up assemblies to avoid the maintenance and labor costs of demounting and remounting the tires. The number maintained in a buildup status should be determined by the availability of rims.

21.114.2. Issues. Tires issued to the tire shop for buildup purposes will be issued using a hand receipt. When the built-up assemblies are returned, the hand receipt will be destroyed.

21.115. Vehicle Tires Issue Procedures.

21.115.1. Usual Issue Priorities. Recapped tires will be issued first, except when requirements prohibit their use on certain vehicles. Organizations that do have these vehicles must use advice code 2B to preclude the issue of dash 2 tires. If recaps are not available, serviceable tires will then be issued. These issues will be processed using the procedures in chapter 24, section 24A.

21.115.2. Requests for Recapped Tires. Requests for recapped (-2 stock number) tires will be post-post or fill or kill. The vehicle maintenance activity has the final responsibility of determining when recapped tires can be used.

21.115.3. Requests for Recapped Tires with a TEX Other Than 6. These requests will be processed as fill or kill. When the input results in a kill, the system will produce an I023 Other Asset Notice which will display all serviceable and other recap balances.

21.115.4. Issues from Supply Point. When tires are issued from the supply point, copies 3 and 4 of the issue document will be held in a DIFM suspense file by the supply point personnel.

21.116. Vehicle Tires Due-Out Procedures. When required tires are not available from the supply point, the supply point representative will submit the requirement to Demand Processing. The procedures that explain how to submit the requirement are outlined in chapter 11. If there is a requirement in AFI 24-302 that prohibits the use of recapped tires on a vehicle, the request will be assigned advice code 2B. For example, if the requirement requests recapped tires to be issued to a vehicle on which AFI 24-302 forbids such an installation, advice code 2B will be assigned to that request.

21.117. Vehicle Tires Turn-In Procedures.

21.117.1. Recappable Tires. Prior to the end of each workday, Vehicle Maintenance will return all recappable tires to the supply point for storage and control until processed to Contract Maintenance. Supply point personnel will pull copies 3 and 4 of the issue document from the DIFM suspense file. Copy 4 will be signed, acknowledging receipt, and will be given to Vehicle Maintenance. Copy 3 will be placed in a suspense file, pending accumulation of sufficient tires to initiate Contract Maintenance action. A DIFM detail change will be processed to change the location on the DIFM detail and indicate that the tires have been turned in (TIN) to Supply.

21.117.2. Condemned Tires. Condemned tires also will be returned prior to the end of each workday to the supply point by Vehicle Maintenance. Supply point personnel will provide Vehicle Maintenance with copy 4 of the issue document and use copy 3 to prepare and process the turn-in and DRMO transfer document.

21.117.3. Additional Turn-in Procedures. The following procedures will supplement the basic turn-in procedures described in chapter 13. Supply point personnel will prepare all TIN documents and related forms. Each tire will be accompanied by a serviceable (DD Form 1574 yellow), unserviceable or reparable (DD Form 1577-2 green), or unserviceable or condemned (DD Form 1577 red) tag. AFTO Form 350 will NOT be required for tire processing.

21.117.4. Tires That Are Not Recapped. If requirements dictate that unserviceable or reparable items will NOT be recapped (I125 management notice), supply point personnel will prepare and process a TIN to Repair Cycle Support with a DD Form 1577 red tag.

21.118. Processing Re-capable Tires.

21.118.1. Procedures Prior to Processing. Prior to processing tires to Contract Maintenance, supply point personnel will consider the following:

21.118.1.1. Minimum order dollar limitations specified in the FSS. Coordination with other tire supply points for consolidation of requirements may expedite movement of re-capable tires to Contract Maintenance.

21.118.1.2. Quantities required to satisfy due-out and stock requirements.

21.118.1.3. Requirements when the tire casing is to be recapped with a different tread. This different tread may be used only if there is NO requirement for the original tread.

21.118.1.4. A requirement for the different tread mentioned in paragraph 117 above may be authorized for recapping in the GSA schedule. Therefore, when recapping tires with a different tread, supply point personnel must research the GSA schedule if the FSS schedule does not permit recapping for the original tread.

21.118.2. Billing Procedures. When vehicle tires are issued, O&M is billed for the stock list price of the tire. When tires are returned by the customer in one of these conditions--new, recapped, or used serviceable--the customer is given credit at the stock list price of the tire. When tires are processed to the contractor for recapping, the customer retains responsibility for these tires since the customer is billed for the cost of recapping.

21.118.3. Processing to Contract Maintenance. Recappable tires will be processed to Contract Maintenance at frequent intervals to prevent accumulations of large quantities of tires and possible shortages of recappable stock. To process recappable tires to Contract Maintenance, supply point personnel will prepare AF Form 9 in FOUR copies. A suspense copy of AF Form 9 will be retained by the supply point and copy 3 of the applicable issue documents will be attached to it.

21.118.4. Delivery to Contract Maintenance Activity. Supply point personnel will deliver the tires and THREE copies of AF Form 9 to the Contract Maintenance activity. Supply point personnel will obtain a signed copy of AF Form 9 from Contract Maintenance. AF Form 9 will be filed in the suspense file in the supply point.

21.118.5. Return of Recapped Tires. The contractor will return recapped tires to a delivery point jointly established by the Chief of Supply and the Chief of Transportation. Delivery point personnel will notify the supply point of the receipt. Then supply point personnel will remove the suspense copy of the applicable AF Form 9 with attached issue documents from the suspense file. They will take these documents to Receiving or Repair Cycle Support to prepare the DIFM turn-in documents.

21.119. Seasonal Tires. Seasonal tires such as mud- and snow-tread or ice-studded tires will also be maintained by the supply point. These seasonal tires will be exchanged for the tires on the vehicle on a one-for-one basis. Issues and turn-ins will be processed to record the exchange transactions. At the option of the base transportation officer, mud and snow tread (nonstudded) may be retained on vehicles year-round. Any replacement requirements will be requested with demand code R and will be under DIFM control.

21.120. Adjusted Levels.

21.120.1. When an Adjusted Level Should Be Used. Established demand levels may not be high enough to support operational requirements; therefore, a minimum level may be required. Demand levels may be inadequate because the time required to process tires through Contract Maintenance may be too long to meet customer demand.

21.120.2. The Role of Stock Control. Stock Control, in coordination with Vehicle Maintenance, will decide whether a minimum level for tires must be established. This determination must be made on an item-by-item basis, taking into consideration recapping time, demand patterns, and the number of

tires that cannot be recapped with original tread. When a minimum level is required, the AF Form 1996 will be prepared by Vehicle Maintenance, as stated in chapter 19.

21.121. Tires on Vehicles Scheduled for Transfer to DRMO.

21.121.1. Removal of Serviceable Tires. Prior to transfer to DRMO, the tire shop supervisor will inspect the vehicle for possible replacement or removal of tires. If tires are in a serviceable condition, the vehicle tire supply point and Stock Control will be contacted to determine if stocks are below current operating levels or if a known future requirement exists for the tires.

21.121.2. When a Known Requirement Exists. If there is a requirement for these serviceable tires, vehicle tire supply point personnel will send to DRMO an equal number of tires awaiting recap. This procedure will ensure that an excess inventory of tires will not be created at the supply point.

21.121.3. Tires Awaiting Recap As Replacements. When tires are removed, supply point personnel will consider tires awaiting recap as replacements for the removed tires. This procedure will only be used if the return of the recaps to stock will create excess inventory.

21.121.4. When Recaps Are Not Available As Replacements. If tires are removed from the vehicle and replacement tires are not available, the tires will be turned in to Base Supply. To bypass the DIFM detail record check, enter TEX code + (12-zone punch) in position 51 of the turn-in. If a requirement exists for the tire, credit will be given to the customer; otherwise, credit will not be granted for the turn-in.

21.121.5. AFTO Form 91. After all tire inspection and replacement actions are completed, the AFTO Form 91 will be marked to indicate TO 00-25-246 has been complied with. A copy of AFTO Form 91 will then be forwarded to the REMS manager.

Section 21T—MAJOR COMMAND SPECIAL SUPPORT PROCEDURES.

21.122. Reserved For MAJCOM Supplements.

21.123. Reserved For MAJCOM Supplements.

21.124. Reserved For MAJCOM Supplements.

21.125. Reserved For MAJCOM Supplements.

21.126. Reserved For MAJCOM Supplements.

21.127. Reserved For MAJCOM Supplements.

21.128. Reserved For MAJCOM Supplements.

21.129. Reserved For MAJCOM Supplements.

21.130. Reserved For MAJCOM Supplements.

21.131. Reserved For MAJCOM Supplements.

Section 21U—MAJOR COMMAND UNIQUE PROGRAMS.

21.132. Reserved For MAJCOM Supplements.

21.133. Reserved For MAJCOM Supplements.

21.134. Reserved For MAJCOM Supplements.

21.135. Reserved For MAJCOM Supplements.

21.136. Reserved For MAJCOM Supplements.

21.137. Reserved For MAJCOM Supplements.

21.138. Reserved For MAJCOM Supplements.

21.139. Reserved For MAJCOM Supplements.

21.140. Reserved For MAJCOM Supplements.

21.141. Reserved For MAJCOM Supplements.

Section 21V—COMMUNICATION-COMPUTER SYSTEMS INSTALLATION MANAGEMENT

21.142. Overview.

21.142.1. Section Summary. This section covers supply responsibilities for communication-computer systems installations. The Chief of Supply/Logistics Readiness Squadron (LRS) Commander and Program Manager/Base-Level Project Manager have distinct supply responsibilities.

21.142.2. Contractors now accomplish the majority of communication-computer installations.

21.143. Chief Of Supply/LRS Commander Responsibilities.

21.143.1. Provide courtesy storage for communications-computer systems installations directed by government program offices.

21.143.2. Provide courtesy storage for other communications-computer systems installations if space is available. All government property obtained and managed by the Chief of Supply/LRS Commander has priority in supply storage facilities.

21.143.3. Ensure storage is IAW AFJMAN 23-210, Joint Service Manual (JSM) for Storage and Materials.

21.143.4. Maintain Base-Level Project Manager appointment letters.

21.143.5. Notify Base-Level Project Manager of any materiel delivered directly to Base Supply or the LRS.

21.143.6. Establish custodial accounts/accountability for equipment or spares when notified and requested by Program Managers or Base-Level Project Managers.

21.144. PROGRAM MANAGER/BASE-LEVEL PROJECT MANAGER RESPONSIBILITIES.

21.144.1. Program Managers and Base-Level Project Managers are normally base-level communications and information systems planning and implementation personnel.

21.144.2. Coordinate possible courtesy storage arrangements with the Chief of Supply/LRS Commander prior to developing systems installation contracts. Overseas locations, in particular, may have a greater requirement for courtesy storage based on operating environment and circumstances. Thorough coordination will promote the wise use of Air Force resources by helping contracting agencies to properly scope contracts.

21.144.3. Notify the Chief of Supply/LRS Commander of pending projects, storage requirements, estimated delivery dates, and estimated removal from storage dates.

21.144.4. Program/project management policies and procedures for communication-computer installations are contained in AFI 33-104, Base-Level Planning and Implementation.

21.145. Reserved For Future Use.

21.146. Reserved For Future Use.

21.147. Reserved For Future Use.

21.148. Reserved For Future Use.

21.149. Reserved For Future Use.

21.150. Reserved For Future Use.

21.151. Reserved For Future Use.

Section 21W—STANDARD REMOTE TERMINAL (SRT) SUPPLY SUPPORT PROCEDURES.

21.152. Overview.

21.152.1. Section Summary.

21.152.1.1. This section prescribes the use of specific elements of data and the processing actions required to support the SRT. It is to be used in conjunction with standard AFMAN 23-110 policy and procedures.

21.152.1.2. The SRT (AN/GSC-50) is a real-time communications terminal interfaced directly to the DCS, DDN, designed to satisfy a wide range of TC requirements. The SRT may be used to perform all the functions required to receive, process, store, transmit, and retrieve both narrative and data messages of various lengths, formats, codes, and transmission rates.

21.152.2. Purpose. Spares to support the SRT were not provisioned in the normal way (that is, no standard ISSL, stock numbers not cataloged, etc.). Because of this, the special procedures in this section provide necessary guidance to ensure an uninterrupted flow of spare parts to support the SRT.

21.152.3. Scope. This section applies to all organizations having support responsibilities for the USAF-owned SRT systems. The United States Army is the PICA-B16 for SRT, and WR-ALC is the SICA-FLZ.

21.153. Standard Reporting Designator. The SRD for the AN/GSC-50 is CAH.

21.154. Supply Processing Requirements for SRT.

21.154.1. Stocklisted Items. Requisitioning, issue, DIFM, and turn-in of stocklisted SRT items are accomplished through the SBSS using current AFMAN 23-110 procedures.

21.154.2. Nonstocklisted Items. Nonstocklisted SRT items are requisitioned from WR-ALC/MMIMB. These requisitions must be in MILSTRIP format and sent by message.

21.154.3. SRT Project Code. Enter project code DDW on all requisitions for SRT items. This can be accomplished/assured by assigning project code DDW to each stock-listed item within the MSSL 31Y32421.

21.154.4. Repair Cycle Records. Repair cycle records for all XD2 coded items in MSSL 31Y32421 must have W25G1W loaded as the ship to account code. This directs shipment of reparable items to Tobyhanna Army Depot, Routing Identifier BY6.

21.154.5. Shipping Destination Record. Base Supply will establish and maintain a shipping destination record for Tobyhanna Army Depot using the following information:

21.154.5.1. RIC = BY6.

21.154.5.2. Stock Record Account Number = W25G1W.

21.154.5.3. Ship To Address = Transportation Officer, Tobyhanna Army Depot, Tobyhanna PA 18466.

21.154.6. Mission Impact Shipping Status. Requisitions with unacceptable shipping status that will result in serious mission impact for SRTs are reported by the requesting Communications activity through their host MAJCOM/LGS to TIC/DLSS. All pertinent data, including mission impact, must be included in this reporting to ensure appropriate action can be initiated. When necessary, an emergency contract clause can be invoked by WR-ALC to obtain the required item.

21.154.7. Economic Order Quantity Items. Requisitioned EOQ items with an unacceptable shipping status can be local purchased by the host base COS activity when deemed necessary by the Communications activity. This local purchase authority has been approved by WR-ALC.

21.154.8. Reparable Turn-In. Except as indicated below, Communications units will process a reparable turn-in (credit DIFM) immediately when Base Supply establishes a due-out for the serviceable replacement item.

21.154.9. PMCS Item Turn-In. A reparable PMCS item may not be immediately turned in if removal will cause a NMCS condition. The Communications unit will notify Base Supply that the reparable item will be turned in upon receipt of a serviceable replacement. Base Supply then advises CECOM/AMSEL-MMG-MCA, Ft Monmouth NJ, by message or telecon (DSN 992-4858), of the delay in shipping the reparable. This precludes requisition validation messages from the Army PICA.

Section 21X—DISPOSAL OF HAZARDOUS WASTE.

21.155. Overview.

21.155.1. Section Summary. This section provides procedures for documenting the turn-in and disposal of hazardous waste by Air Force activities when the SBSS is selected as the standard base tracking system for processing hazardous waste transactions. Use of the SBSS is optional. The installation commander will determine which system will be used to process hazardous waste disposal transactions. Local procedures will be developed when systems other than the SBSS are used. These procedures and, as appropriate, local procedures supplement the guidance in Defense Reutilization and Marketing Manual, DOD 4160.21-M, Chapter IX, and AFI 32-7042, Solid and Hazardous Waste Compliance.

21.155.2. Disposal and Tracking of Hazardous Waste. All hazardous waste must be disposed of and tracked as required by the RCRA by using EPA hazardous waste numbers. These numbers are contained in the Code of Federal Regulation, 40 CFR 261.

21.155.3. Additional Guidance. Additional guidance regarding hazardous waste is also provided in AFI 32-7005, Environmental Protection Committees and AFI 32-7042, Solid and Hazardous Waste Compliance.

21.156. Budgeting for Hazardous Waste Disposal. The organization designated as the base environmental function (normally Base Civil Engineering) is responsible for budgeting and monitoring funds for hazardous waste disposal and for hazardous waste management oversight.

21.157. Specific Responsibilities.

21.157.1. Chief of Supply. The Chief of Supply will establish a single point of contact within Base Supply for controlling required supply actions and processing transactions. Suggested point of contact is Customer Service.

21.157.2. Base Supply. The Base Supply function designated by the Chief of Supply does the following:

21.157.2.1. Establishes hazardous waste item records used to identify waste for shipping and records the transaction from the waste generators to DRMO.

21.157.2.2. Maintains computer records of all disposal actions for hazardous waste processed through Base Supply.

21.157.2.3. Processes turn-in and disposal documentation for the generating activity when disposal of hazardous waste is authorized.

NOTE: Supply processes documentation only. Base Supply WILL NOT accept physical custody of hazardous waste.

21.157.3. Generating Activity. The waste generating activity does the following:

21.157.3.1. Stores hazardous waste in accordance with federal and state laws and regulations until disposal documentation processing is completed and transfer of physical custody is authorized.

21.157.3.2. Provides Base Supply with required entries to establish hazardous waste (PHW) stock numbers. At a minimum, this will consist of the EPA hazardous waste number, cost to dispose of the waste, disposal unit of issue, contract line number and the Federal Stock Class of the parent stock number of the materiel which produced the waste (if known).

21.157.3.3. Prepares turn-in documentation (AF Form 2005) to initiate disposal actions through Base Supply when all processing and coordination actions with the environmental function and DRMO have been completed.

21.157.3.4. Delivers the disposal documentation (DD Form 1348-1A), obtained from Base Supply, to the environmental function for funding certification and further processing actions as required.

21.157.3.5. Provides the servicing DRMO with the certified disposal documentation.

21.157.3.6. Transports the hazardous waste to DRMO pickup points. If the generating activity elects to use other than base transportation services and if the waste is to be moved off base or over public streets, roads, or highways, the generating activity must consult the base transportation office to assure that hazardous waste requirements are met.

21.157.4. The Base Environmental Function. The Base Environmental Function does the following:

21.157.4.1. Assists the waste generating activities in their responsibilities.

21.157.4.2. Certifies that all hazardous waste is properly identified, packaged, and labeled prior to transfer to the DRMO.

21.157.4.3. Verifies DRMS billings, reconciles discrepancies, and certifies them for payment to the Accounting and Finance Office.

21.157.4.4. Reviews billings from DRMS which will be provided by A&F, and reconciles the disposal documents and dollar amounts using the M15 report provided by Base Supply. Resolves any differences with DRMO. Certifies that billings are proper and that the disposal services have been performed.

21.157.5. Accounting and Finance Office. The Accounting and Finance Office does the following:

21.157.5.1. Issues the environmental function (in most cases, the BCE Funds Manager) with an AF Form 616, Fund Cite Authorization, to record hazardous waste disposal costs.

21.157.5.2. Receives AF Form 616 from the environmental function and records the obligations using copies of the DD Form 1348-1A disposal documents, and Part 3 of the M15/NGV912 Report.

21.158. Loading Item Records for Hazardous Waste.

21.158.1. A unique SBSS item record will be used to identify hazardous waste. The item record will consist of the following data elements.

21.158.2. Stock Number. Example, 9150PHWF0100020.

21.158.2.1. Positions 1-4 will contain the FSC of the original or parent stock number that the waste was generated from. If the original materiel does not have a stock number assigned, for example, waste water or sludge, use FSC 9999.

21.158.2.2. Positions 5-7 will contain a constant PHW. The HW signifies hazardous waste.

21.158.2.3. Positions 8-11 will contain the EPA hazardous waste number provided to the waste generating activity by the environmental function.

NOTE: Under no circumstances will Base Supply determine EPA hazardous waste number unless Base Supply is the generating activity.

21.158.2.4. Positions 12-15 will contain the four-digit CLIN for the specific waste from the disposal contract. If use of the CLIN is not possible, for example, when CLINs are not available or a disposal contract is not used, then Base Supply will develop a method to use the last four positions of the waste stock number to make the stock number unique to the type of waste, unit of issue, and price. These positions may contain the contract line number, a serialized number from a register, or any other coding method which is effective. Regardless of the method used, it should be standardized for all waste stock numbers.

21.158.3. Unit Price and Unit of Issue Field. The unit price and unit of issue is provided on the DRMO disposal contract. This information will be provided by the generating activity or the environmental function.

21.158.4. Miscellaneous codes.

21.158.4.1. Budget code = * (asterisk).

21.158.4.2. RIC = JBZ.

21.158.4.3. ERRC = XB3.

21.158.4.4. IEX Code = 7.

21.158.4.5. DEMIL Code = A.

21.158.4.6. CIC = U.

21.158.5. Nomenclature Field. The nomenclature will contain ZZZZZ as the federal manufacturer's code. The remainder of the nomenclature will be determined locally.

21.158.6. Load Data. Notify Stock Control when an item record for waste has been loaded to allow loading of a maximum level of zero.

21.158.7. DD Form 1348-6. Preparation and filing of a DD Form 1348-6 is not required for these stock numbers.

21.159. Adjusted Stock Level Procedures.

21.159.1. Each stock number for hazardous waste will be assigned a maximum level of zero (0) to prevent the item record from being deleted during file status processing. An AF Form 1996 is not required for these levels. Use the following load information.

21.159.2. Positions 31-35 = 007SC.

21.159.3. Positions 44-67 will contain this manual reference.

21.159.4. Positions 58-60 = ZZZ.

21.159.5. Positions 66-69 = DD6B.

21.160. Turn-In and Disposal Procedures.

21.160.1. Transaction accounting for disposal of hazardous waste will be accomplished by processing paperwork only turn-in and disposal transactions through Base Supply. The generating waste activity is responsible for completing the actions outlined to initiate disposal processing. When turn-in and disposal of hazardous waste is required, Base Supply will use the following procedures.

21.160.2. Turn-In Documents. Assist the generating waste activity, if necessary, in preparing an AF Form 2005 turn-in document for the waste. Prepare the turn-in document in 2 copies. Copy 1 is filed in Document Control after processing, and copy 2 will be returned to the generating waste activity. The following are specific entries required on the AF Form 2005:

21.160.2.1. Stock Number (positions 8-22). Constructed as outlined.

21.160.2.2. Document Number (positions 30-43). Contains activity code R, the organization and shop code of the generating waste activity, the current Julian date, and the next available serial number taken from a locally devised offline control register.

21.160.2.3. Material Condition Code (position 44) = H.

21.160.2.4. Action Taken Code (position 62) = 9.

21.160.2.5. Inspector's stamp or certification is not required. The Base Supply individual preparing or accepting the AF Form 2005 from the generating waste activity enters their signature in block A of the form.

21.160.2.6. The words HAZARDOUS WASTE will be entered on the face of the turn-in document to readily identify the type of documentation.

21.160.3. Processing Turn-In. Process the turn-in transaction through terminal input and capture the output disposal (A5J) document. If the turn-in input rejects (REJ 295) because the PHW stock number is not loaded, complete the actions before turn-in processing continues. When the disposal document is produced, the following actions will be taken.

21.160.3.1. The Base Supply individual will sign both books of the DD Form 1348-1A disposal document in block W. This does not indicate inspection, verification or certification of the waste which is being disposed. The signature satisfies DRMO requirements for disposal document entries, and also serves to identify the supply individual involved in the transaction.

21.160.3.2. The words HAZARDOUS WASTE will be entered on the face of the disposal document to readily identify the type of documentation.

21.160.3.3. The individual from the generating waste activity will enter the date/time in block 13, and print/sign name in blocks 14 or 15 on both books (original and duplicate) of the disposal document.

21.160.3.4. Copy 1 of the turn-in document and copy 5 of the disposal document will be retained in Base Supply and forwarded to Document Control.

21.160.3.5. The remaining copies will be given to the individual from the generating waste activity.

21.160.4. Waste Turned In Under DIFM Control. There are several items which are issued under DIFM control to replace items which are then classified as hazardous waste. To ensure that DIFM control is properly cleared and the waste generating activity retains the responsibility for controlling and disposing of the waste, the following guidance should be used:

21.160.4.1. The materiel which is under DIFM control will be processed through Supply as a paperwork only transaction. The materiel will not be picked up by Supply or delivered to Supply.

21.160.4.2. The waste generating activity maintains responsibility for the waste as outlined in the paragraph for Specific Responsibilities.

21.160.4.3. To clear the DIFM control, the waste materiel will first be identified to a waste stock number and processed through Supply using procedures in the paragraph for Turn-In and Disposal Procedures. The turn-in transaction must contain the following additional data elements to process correctly:

21.160.4.3.1. Positions 30-43. Enter the original issued DIFM document number.

21.160.4.3.2. Position 54. Enter the Interchangeability Code I. This code is required to allow the XB3 coded waste stock number to be turned in against the DIFM detail. Bases will ensure that this code is properly controlled and assignment is based on valid waste disposal conditions; that is, the waste materiel being turned in was in fact generated from the item issued under DIFM control.

21.160.4.3.3. Position 52. Enter Credit Code N. Credit is not allowed for waste materiel.

21.160.5. When Base Supply is the Waste Generator. When hazardous waste materiel accounted for by Chief of Supply is in stock or is received damaged, Base Supply will act as the waste-generating activity. Local procedures will be developed for the removal of the materiel from supply stocks and for processing the waste turn-in using the procedures in this section.

21.161. Post-Post Processing.

21.161.1. Turn-In and Disposal Actions. Turn-in and disposal actions will be accomplished using post-post procedures. Documents may be handscribed. Make sure that actions in the paragraph for Turn-In and Disposal Procedures are completed, and transactions are processed when post-post operations are terminated.

21.161.2. Turn-Ins from Maintenance Organizations. Use the following procedures when processing post-post turn-ins for maintenance type organizations:

21.161.2.1. Prepare post-post documents as normal.

21.161.2.2. Process the TIN input with a TEX code 1 when the computer comes back online to create an unserviceable detail record.

21.161.2.3. Process a post-post TRM input using the disposal (A5J) document number in positions 30-43, and the unserviceable (R920RW) document number in positions 65-78. (See chapter 15, attachment 15F-2 for complete instructions for preparing the TRM input.)

21.162. Document Control Procedures.

21.162.1. Manual (signature) entries on turn-in and disposal documents which are marked HAZARDOUS WASTE and have a stock number constructed as outlined in the paragraph for Loading Item Records for Hazardous Waste above are limited to the following quality control edits on the AF Form 2005 and the DD Form 1348-1A (A5J).

21.162.2. AF Form 2005 - Inchecker's signature in block A.

21.162.3. DD Form 1348-1A, (A5J) transfers to DRMO. All property turned in to DRMO shall be done with a properly prepared DTID. The generating activities will be responsible for accomplishing all manual entries on the post-post document. The following information will be included in the appropriate blocks of the DTID.

21.162.3.1. Block C -- Insert "HM" if the property is a hazardous material or "HW" if the property is a regulated hazardous waste.

21.162.3.2. Block W -- Signature of supply individual processing the disposal transaction.

21.162.3.3. Block X -- Enter the word "waste", the item's proper shipping name (as shown in DoT 49 CFR 172), as much descriptive information as possible, and/or attach additional documentation with these data.

21.162.3.4. Block Y -- Use this block (in lieu of blocks AA through EE) for the deposit account number.

NOTE: This is not an entry required on behalf of hazardous property documentation but a movement of data prescribed to permit use of the previously identified blocks for other purposes.

21.162.3.5. For hazardous materiel and waste turn-ins using DD Form 1348-1A, position 51, enter signal code L; otherwise, leave blank. Enter the fund code provided by the generating activity in positions 52-53 (applicable to generating activities in CONUS, Alaska, Hawaii, Guam, Southcom, and Bermuda only) and the DODAAC of the bill-to office in block 12 (date shipped).

21.162.3.6. For worldwide hazardous materiel and waste turn-in activities using DD Form 1348-1A:

21.162.3.6.1. In block FF, enter the CLIN for the item.

21.162.3.6.2. In block GG, enter the total cost of the disposal (that is, CLIN cost times quantity equals total cost of disposal).

21.162.3.6.3. Block 13, the customer enters the date and time.

21.162.3.6.4. Blocks 14 and 15, the printed name and signature of the individual from the generating waste activity.

21.162.3.7. For hazardous materiel and waste turn-ins using DD Form 1348-1A, position 51, enter signal code L; otherwise, leave blank. Enter the fund code from DOD 4000.25-7-S1 designating the fund to be charged to in positions 52-53 (applicable to generating activities in CONUS, Alaska, Hawaii, Guam, Southcom, and Bermuda only).

21.162.3.8. For worldwide hazardous materiel and waste turn-in activities using DD Form 1348-1A, provide in the additional data block (block 27) of DD Form 1348-1A the DODAAC of the bill-to office, the CLIN for the item, and the total cost of the disposal.

21.163. Monthly Reporting.

21.163.1. The M15/NGV912 will be provided to the designated environmental function, the Bioenvironmental Engineering Services, and Accounting and Finance for their review and action. These reviews and actions are specified in other directives. The M15/NGV912 is divided into three parts.

21.163.2. Part One. Lists all issues of IEX 8 and 9 items in organizational code sequence.

21.163.3. Part Two. Lists all issues of IEX 8 and 9 items in stock number sequence.

21.163.4. Part Three.

21.163.4.1. Lists all hazardous waste turn-ins processed by Base Supply in organizational code sequence.

21.163.4.2. Lists all hazardous waste transfers to DRMO processed by Base Supply in document number sequence.

Section 21Y—MYSTIC STAR SUPPLY SUPPORT PROCEDURES.

21.164. Overview. This section outlines specific supply responsibilities for supporting the SAM Ground Communications Network, also known as Mystic Star. The special nature of the support for this project results in limited use of the SBSS to repair and obtain required assets. Depot level support for the life of the system is provided through CLS. Therefore, the procedures have been designed to ensure the greatest use of the SBSS, and to provide effective methods for maintaining and controlling assets in support of the Mystic Star project.

21.165. Designated Activities Involved. This section applies only to the Base Supply and communication activities located at Clark AB RP; Hickam AFB HI; San Vito AB IT; and Andrews AFB MD.

21.166. Responsibilities.

21.166.1. Procedural Support. TIC/DLSS is responsible for providing direct procedural support to the four bases to manage this project. The project manager is assigned to TIC/DLSS, Scott AFB IL, DSN 576-4791.

21.166.2. Procedural Implementation. The designated activities identified in **Section 21A** are responsible for implementing procedures and following established guidance developed by TIC/DLSS.

Section 21Z—GOVERNMENT-WIDE PURCHASE CARD (GPC).

21.167. Overview.

21.167.1. Section Summary. The Base Contracting Office is responsible for the overall management of the credit card program.

21.167.2. Implementation. Specific procedures for processing GPC purchases are outlined in AFI 64-117, “Air Force Government-Wide Purchase Card Program”.

21.168. Reserved For Future Use.

21.169. Reserved For Future Use.

Section 21AA—SERIALIZED CONTROL OF WEAPONS.

21.170. Overview.

21.170.1. Section Summary. This section explains how weapons requiring serialized control are maintained and reported.

21.170.2. Definition. Weapons are defined as carbines, grenade launchers, machine guns, pistols, recoilless weapons, revolvers, rifles, shotguns, etc. Weapons requiring serialized control and reporting are identified on the item record by a serialized report code (SRC) of A. The SRC is assigned by

WR-ALC/LKJ and is pushed to bases by the Stock Number User Directory (SNUD) using TRIC BME. Controlled item codes (CIC) N, 2, 3, 4, 5, 6 or 8 are also assigned to these items.

NOTE: Serialized control and reporting applies only to complete weapons or the part of the weapon on which the serial number is stamped or etched, such as the receiver or frame. Serialized reporting does not apply to barrels, firing mechanisms, etc. However, these items are assigned a CIC N to indicate they require special control/warehousing to prevent pilferage. Only items with a SRC A are reported to the D184 system. Do not process an FOB TIN on weapon assets. Initiate a Report of Survey.

21.171. General Reporting Procedure.

21.171.1. WR-ALC/LKGWL maintains a central file of all weapons items by serial number within the Air Force. If a transaction at base level increases or decreases the base asset position, a Daily Change Report (DIC DSM) is generated under program control. If the transaction pertains to a type account E, ERRCD NF2/ND2 item, the daily change report is forwarded to AFEMS (C001). (These DSM images are placed in the same file as the images which go to AFEMS (C001) for D24 reporting.) AFEMS (C001) updates the AFEMS database and forward the images to the D184, Small Arms Registry, at Robins AFB GA, to update the central file. A daily change report for ERRCD XB/XF/XD type account B items is sent directly to the D184 system. The reports control symbol (RCS) is A&T(AR)1629, DOD Small Arms Serialization Program (DSASP).

21.171.2. Issue Exception Code (IEX) Assignment. IEX B is not required for items assigned SRC A.

21.171.3. Small Arms Referral Inquiries Point of Contact. The Chief of Supply (COS) will assign a single point of contact (POC) for referral of inquiries regarding small arms serial number reports and data. Responsibilities of the POC include researching the consolidated transaction history, confirming or correcting of records (errors/notices back from interfacing systems), scheduling the annual reconciliation (R46), and scheduling any monthly reconciliation (R46) when a monthly is deemed necessary by either the POC or COS. Annually, not earlier than 1 April and not later than 15 April, the POC's name, phone number, organizational address, and e-mail address (if available) will be sent to WR-ALC/LKGWL, Robins AFB GA 31098-1640.

21.172. Serial Number Details.

21.172.1. The actual serial number for each item coded with SRC A are maintained on either a serialized control detail (249 record) or an in-use serialized control (250 record). A TRIC DSR is used to load, change or delete these details. (See attachment 21AA-5 for the DSR format) Serial numbers for items in serviceable stock or on an R920RW unserviceable detail, regardless of ERRCD, are maintained on a serialized control detail (249 record). Upon issue these details will convert to an in-use serialized control (250 record). Example: There are 100 weapons in serviceable stock, with 100 249 details loaded. SrA Smith has a requirement for 50 of these weapons, and her equipment account is authorized 50 of these weapons. After loading the authorized in-use detail (201 record) Equipment Management will process TRIC DSR with type phrase ISU/DOR and the program prepares those 50 details selected for issue to SrA Smith's equipment account. When the ISU is processed, those 50 249 details selected will be deleted, and program control will create 50 250 details with her authorized in-use detail (201 record) document number. The remaining serialized control details (249 record) stay on the item record, and the serviceable balance will reflect 50 EA. The same theory applies to items issued to other types of details, i.e., Readiness Spares Packages, MSK, T-MSK, SPRAM, WRM and supply point from serviceable stock.

21.172.2. The Chief of Supply will not track type account B SRC A assets (i.e., aircraft weapons coded as XD, XF, XB) once they are issued to the using organization.

21.173. Weapons Control.

21.173.1. Delinquency Criteria. All source documents for weapons must be processed to Document Control within 3 workdays from either the SBSS processed date or the post-post date. To avoid delays in processing off-base shipments through transportation channels, coordination and prior shipping arrangements should be obtained from Transportation before processing the SBSS inline transaction. The serial numbers for each transaction will be listed on an F117 Management Notice printed in conjunction with the output (source) document. Document Control will file a copy of the F117 Management Notice along with the source document.

21.173.2. Serial Number Entry. Enter all serial numbers left justified. The weapon serial number must not be prefixed by zeros unless the zero is part of the serial number. Examples: If the serial number is 123, it will be entered as '123'. If the serial number is 0123, it will be entered as '0123.' For DSR inputs up to ten (10) eleven digit serial numbers may be input with one transaction. (See screen #203)

21.173.3. General Serial Number Control. When weapons are received or shipped, it may be necessary to unpack the weapons to positively identify the serial number.

21.173.4. Transfers in Custody Account. When Equipment Management processes an FET to transfer weapons within the same account, or between custody accounts, an F117 Management Notice is produced, containing the serial number(s) of the weapon(s) transferred.

21.173.5. Weapon Reidentification. When it is necessary to reidentify weapons (for example, M-16 modification), use program NGV441 (1XT441). Format can be found in chapter 6, attachment 6A-9. The 1XT441 input must be processed in twilight mode on the primary gang. One organization and shop code and up to five different authorized in-use detail (201 record) numbers can be selected for reidentification with a single 1XT441 input. Both stock numbers must have a serialized report code of "A" assigned. The Federal Supply Class (FSC) of both stock numbers must be 1005, 1010, 1015, or 1095. If any one item under a selected detail is deployed, that detail will not be modified and a statement will be printed on the output listing notifying requester there is external review required for that detail. If the total number of in-use serialized control (250 records) do not equal the on-hand quantity of the authorized in-use detail (201 record), the program will only modify the number of existing 250 details, not to exceed the authorized quantity. The program will print a statement on the output listing notifying the requester of the total number of details modified, number of details not modified, and if external review is required. At this point NGV441 will continue on to the next input detail number or go to end of job. DIC DSA is produced for those records selected and forwarded via SIFS to AFEMS.

21.174. Serialized Report Code (SRC) Changes.

21.174.1. Verification. When the SRC changes from an "A" to blank or from blank to an "A," an F118 Management Notice is generated by program control. The F118 will print the BME input image with a clear text statement indicating the change "to" and "from" SRC. Records Maintenance must verify the change with the Equipment Management Specialist at Robins AFB GA (WR-ALC/LKJTW).

21.174.2. Procedures for Valid Changes. If the SRC change is valid, take action to add or delete the applicable 249/250 serialized control record(s).

NOTE: The BME will not allow the serialized report code to be deleted if 249/250 serialized control details are loaded.

21.174.3. Procedures for Invalid Changes. For invalid changes, reprocess the BME to input the correct SRC.

21.175. Weapon Reconciliation.

21.175.1. Time Frame. All weapons must be reconciled annually with WR-ALC/LKJ (D184) and AFEMS (C001) systems. Type account code B assets are reconciled with D184. Type account code E assets are reconciled with AFEMS (C001), which forwards the reconciliation images to D184 after updating the AFEMS data base. Weapons must be reconciled 30 April and the reconciliation images transmitted to the appropriate system to arrive no later than 10 May of each year.

21.175.2. Reconciliation Actions. Prior to 30 April process the edit option of the R46 (position 65 equals a (-) dash). This option compares the on-hand balance and detail balance to the 249/250 serialized control records. An error listing is produced for records that do not pass edits. When all reporting errors are corrected and all out-of-balance conditions have been resolved, process the R46/NGV874 (‘W’ in position 66 of the program select card) to create the outbound SIFS file.

NOTE: Do not process the SIFS option earlier than 30 April.

21.175.3. Overages and shortages identified during reconciliation with WR-ALC must be thoroughly researched, inventoried, and/or appropriate investigative actions initiated.

21.175.4. Output. The R46/NGV874 creates two SIFS files upon successful processing of the annual reconciliation option. One file will consist of type account code B assets, and one will consist of type account code E assets. These files will be unique for each system designator. Examples of file names are:

(Qualifier)*GV874UD801 = TypeAccount Code "B" for SD 01

(Qualifier)*GV874UD802 = TypeAccount Code "E" for SD 01

(Qualifier)*GV874UD811 = TypeAccount Code "B" for SD A1

(Qualifier)*GV874UD812 = TypeAccount Code "E" for SD A1

(Qualifier)*GV874UD871 = TypeAccount Code "B" for SD A7

(Qualifier)*GV874UD872 = TypeAccount Code "E" for SD A7

NOTE: The files are automatically transmitted to the appropriate receiving system. External review is not necessary. (For weapons other than type account E, transceive via DDN to Robins AFB GA. Use routing identifier RUVRRIA and content indicator FUPM for DDN transceiving. For weapons with type account E, transmit via DDN to AFEMS (C001)).

21.175.5. Invalid Reconciliation Reject Notice. The Chief of Supply will not maintain visibility of type account B (ERRCD XD, XF, XB) weapons once they are issued to the using organization so they will not be included in the annual reconciliation. It is the responsibility of the base supply small arms POC to research these notices, and ensure these items have in fact been issued to a using organization. However, until the D184 system is changed they will send error notices to bases indicating a reconcil-

iation was not received for these serial numbers. Bases will ignore these notices when received, no reply is required.

21.175.6. Inventory. All weapons must be inventoried semiannually. (See Chapter 20 for specific procedures for weapons inventory.)

21.176. Error Notices. Error Notification. When an error is detected by the D184 system, a Small Arms Reject/ Follow-up (TRIC DSR/DSF) with an error notification code in positions 23-24 is transmitted to the reporting SRAN. (Error notification codes are defined in **Attachment 21AA-6**). When the DSR/DSF is processed, an F122 Management Notice is generated under program control.

21.176.1. Research. Bases will research the error notice and take action to correct the discrepancy in a timely manner. After thorough research is completed, create a Small Arms Correction Report (TRIC DSC) and forward to WR-ALC/LKJ. Transmission will be the same as used for daily change reports, i.e., type account E assets to AFEMS (C001) and type account B assets to D184.

21.176.2. Inquiry on type account B assets. Serial numbers for type account B assets are not stored on serialized control records after issue, so any inquiries/error notifications must be verified with the owning organization. The base supply weapons POC must research the transaction history to determine what organization was issued the asset and contact the organization to verify if they have the serial number. Process a TRIC DSC to D184 with the appropriate weapon control transaction code in position 7 to update the central file.

21.176.3. Serial Number Modifications.

21.176.3.1. During processing an inline transaction it's discovered a 249/250 serialized control detail was loaded in error or mistakenly deleted, an XS1 (screen 496) can be processed with an action code of L to load, C to change, or D to delete the 249/250 detail.

21.176.3.2. Only an XS1 with an action code of C allows the serial number on a 249/250 detail to be changed. The offline process of a FIX is no longer required to change serialized control serial numbers.

NOTE: See **Attachment 21AA-11** for XS1 input format.

21.177. Inline Transaction Processing.

21.177.1. When processing an inline transaction that affects the total on-hand or detail quantity, normal processing procedures apply. However, when processing a transaction for a partial quantity, you must identify to the SBSS specific serial numbers before you process the inline transaction. The following paragraphs list actions required to process some inline transactions. An F117 Management Notice listing the serial number(s) will be printed in conjunction with output documents created as a result of an inline transaction.

NOTE: All SRC A items must have a serialized control detail (249 record) or in-use serialized control (250 record) loaded or inline transactions will reject.

21.177.2. Issues.

21.177.2.1. Issue of total on-hand quantity to a detail. If the total on-hand quantity is being issued to a detail (i.e., Readiness Spares Packages, MSK, T-MSK, SPRAM, WRM, supply point), normal issue procedures apply; and DSR processing is not necessary. The applicable serialized control detail (249 record) will be deleted and an in-use serialized control (250 record) will be

established by program control. The newly created in-use serialized control (250 record) will reflect the same document number as the 'parent' detail.

NOTE: The number of serialized control details (249 record) must equal the item record serviceable balance to process a total on-hand balance.

21.177.2.2. Issue of partial on-hand quantity to a detail. If less than the total on-hand quantity is being issued to a detail, you must identify to the SBSS which serial number(s) you want to issue. Process a DSR, type phrase 'ISU/DOR.' This will load an 'I' in the 249-RECEIPT-CODE field and prepare the detail for subsequent issue or due-out release. Upon completion of ISU processing, the applicable serialized control detail (249 record) will be deleted and an in-use serialized control (250 record) will be created. The newly created in-use serialized control (250 record) will reflect the same document number as the 'parent' detail. An F117 Management Notice listing the serial number selected will be output in conjunction with the ISU document.

NOTE: Prior to processing inline transactions from serialized control details (249 record), it may be necessary to coordinate with warehouse personnel to determine which serial numbers to identify.

21.177.2.3. Issues to an organization. Serial number accountability for type account B items (ERRCD XD/XF/XB) becomes the responsibility of the using organization at the time of issue.

21.177.2.4. Issue of total quantity from a detail. If the total detail quantity is being issued, normal issue procedures apply. All in-use serialized control (250 record) identified to the detail will be deleted.

21.177.2.5. Issue of partial quantity from a detail. If less than the total detail quantity is being issued you must identify the serial number(s) you want to issue. Process a DSR with "MSI" in the first three positions of the type phrase field to load an "M" to the in-use serialized control (250 record). After the record(s) is/are flagged, normal MSI procedures apply. The in-use serialized control (250 record) identified to the detail will be deleted and an in-use serialized control (250 record) will be established for type account E items under the organization and shop of the using organization, not to exceed the authorized quantity.

NOTES:

1. When an MSI is processed the issue programs will try to replenish the detail unless an "F" is in position 54 of the MSI input. If the on-hand balance is greater than the replenishment quantity the replenishment MSI will reject unless the applicable serialized control detail (249 record) is identified for issue. To avoid rejects, it's recommended all MSI's for serialized control items are processed with an F in position 54 of the MSI input. If replenishment is desired after the MSI is processed, refer to issue processing in paragraph 21.176.2.1.
2. You cannot process an MSI to issue from one detail to another. A turn-in from the "issuing" detail must be processed to the item record then an issue processed to the gaining detail.

21.177.3. Turn-Ins.

21.177.3.1. Turn-in of total detail quantity. If the total detail quantity is being turned in, normal turn-in procedures apply. The in-use serialized control (250 record) will be deleted and serialized control detail (249 record) established.

21.177.3.2. Turn-in of partial quantity from a detail. If less than the total detail quantity is being turned in you must identify the serial numbers you want to turn in. Process a DSR with the phrase "TURN-IN" to load a "T" to the in-use serialized control (250 record). After the records are flagged, normal turn-in procedures apply. The in-use serialized control (250 record) will be deleted and serialized control detail (249 record) established.

21.177.3.3. Turn-in of items not on a detail. Process a DSR with "TURN-IN" to load a serialized control detail (249 record). After the serialized control detail (249 record) is established, normal turn-in procedures apply.

21.177.4. Shipments. For shipments of entire on-hand warehouse balance, normal shipment procedures apply. Shipments from details are not allowed. Process a turn-in and ship from the item record if shipping from a detail.

NOTE: Redistribution Orders/Referrals from MSK and Supply Point Details may be processed. Warner Robins (WR-ALC) is no longer the storage site for weapons. Weapons are stored at the Anniston Army Depot, AL. Weapons being returned to Depot must be shipped to the Anniston Army Depot (FY 1346).

21.177.5. Receipts. When weapons are shipped from the depot, the D184 system forwards a TRIC DSR format two with an asterisk in position 7 and type phrase 'SHIPPED' to the receiving base to identify which stock number, document number and serial numbers are being shipped. The DSR will be sent through SIFS and processed through psuedo, and a serialized control detail (249 record) will be loaded for each serial numbered item in transit. A TRIC 99S is also sent to the base to load the due-in requisition when the base did not initiate the requisition action. When the items are received, the serialized control detail (249 record) should be ready for REC processing. (If a 615 reject is received, the 249 detail is not loaded. If a 616 reject is received, there are either not enough or too many 249 details loaded. If a 619 reject is received, the stock number does not have a serialized report code (SRC). If a 620 reject is received, the 249 detail you are trying to load is already loaded.) Process a stock number inquiry, (Screen 233) type record retrieval code 'Z' and '249' for the selected detail number. This will show you all the 249 details loaded for this stock number. Prior to processing TRIC REC, all 249 details must have the same NSN and document number as the REC input, the number of 249 details must equal at least what will be received, (more is OK - there may be other requisitions coming in).. Prior to any action on those other serialized control details (249 record) another DSR must be processed to prepare that detail for subsequent inline processing action. When all these conditions are met, the REC will process correctly. If weapons are received and there is not a 249 detail loaded, process DSR type phrase 'SHIPPED' to load each 249 detail. Refer to Attachment 21AA-5 for DSR format and type phrase code that will change the 249 receipt codes. To load the requisition, TRIC 99S may be used. Refer to chapter 9, Attachment 9K-1 for the 99S input format. Pay close attention to the notes within this input format. After successful REC processing an F117 Management Notice is output reflecting all serial numbers processed.

21.177.5.1. Receiving must inspect and verify serial numbers when small arms are received. Errors between serial numbers shipped and received must be identified to WR-ALC/LKJ by priority message with an information copy to shipper and MAJCOM of both shipping and receiving activities. The receipt reporting should be delayed until resolution by WR-ALC.

21.177.5.2. Reverse post transactions. Prior to reverse posting a transaction process a DSR to create/delete the applicable 249/250 serialized control record. Ensure the correct type phrase is used.

21.178. Post-Post Procedures. The current version of the Contingency Processing System (CPS) is not programmed to accommodate automated serial number reporting. Until CPS is changed, hand scribe the applicable post-post documents and hold the transactions for processing until the computer comes inline after post-post recovery. Make sure the correct serial numbers are transcribed to the post-post documents.

21.179. Deployment Procedures.

21.179.1. Deployment Of Total Detail Quantity. If you deploy the total on-hand quantity of the detail (Readiness Spares Package, MSK, T-MSK, SPRAM, WRM or authorized in-use) normal deployment processing procedures apply. The deployed routing identifier will be stored on the applicable 250 serialized control records.

21.179.2. Deployment Of Less Than Total Detail Quantity. If you deploy less than the total on-hand detail quantity process a DSR with type phrase "DEPLOY" to load a "D" in the ACTION-CODE field of the 250 record. After the records are flagged, normal deployment processing procedures apply. Program control deletes the "D" from the ACTION CODE field of the in-use serialized control (250 record) and loads the deployed routing identifier to the 250-DEPLOYED-RID field of the in-use serialized control (250 record).

21.179.3. Total Quantity Returned From Deployment. If you return the total deployed quantity, normal return deployment processing procedures apply. At this time the deployed routing identifier will be deleted from the applicable in-use serialized control (250 record).

21.179.4. Partial Quantity Returned From Deployment. If you return less than the total quantity deployed process a DSR with type phrase "RETURN" to load an "R" in the ACTION-CODE field of the in-use serialized control (250 record). After the records are flagged, normal return deployment processing procedures apply. At this time the deployed routing identifier will be deleted from the applicable in-use serialized control (250 record).

21.180. Transfer Procedures.

21.180.1. Transfer Of Total Detail Quantity. If you transfer the total on-hand quantity of the detail (Readiness Spares Package, MSK, T-MSK, SPRAM, WRM or authorized in-use) normal transfer processing procedures apply. Daily Change Reports (TRIC DSM) are generated under program control to update AFEMS (C001) and D184. In addition, DSR images are created and forwarding to the gaining base to establish serialized control details (249 records).

21.180.2. Transfer Of Less Than Total Detail Quantity. If you transfer less than the total on-hand detail quantity process a DSR with type phrase "TRANFER" (Note the spelling of this phrase) to load a "T" in the ACTION-CODE field of the 250 record. After the records are flagged, normal transfer processing procedures apply. Daily Change Reports (TRIC DSM) are generated under program control to update AFEMS (C001) and D184. In addition, DSR images are created for forwarding to the gaining base to establish serialized control detail (249 record).

Section 21AB—SERIALIZED CONTROL OF COMSEC ITEMS.

21.181. Overview.

21.181.1. Section Summary. This section describes the procedures for processing serialized controlled communications security (COMSEC) items through the SBSS.

21.181.2. Definition. COMSEC items are defined as equipment and components used to secure official communications. These items are identified with Serialized Report Code (SRC) C, and are coded with MMC CA, CK, CL, CO, CR, or CY. HQ Cryptologic Systems Group, Information Assurance Directorate, (ESC/DIW), Lackland AFB, San Antonio, Texas, 78243, tracks and the AFEMS (C001) provides on-line worldwide visibility for each asset to using equipment and warehouse custodians' accounts. The ESC/DIW Crypto 24-Hour help desk is comm (210) 977-5810 and 5811 or DSN 969-5810 and 5811.

21.181.2.1. Turn-ins. Do not process an FOB TIN on COMSEC assets. Initiate Report of Survey.

21.182. General Reporting Procedure.

21.182.1. ESC/DIW maintains the Serial Number Control System (SNCS) which is a central file of all COMSEC assets by serial number within the Air Force. If a transaction at base level increases or decreases the base asset position, a daily change report (DIC XHA) is generated under program control. If the ERRCD is NF2/ND2 type account E, the daily change report is forwarded to AFEMS (COO1). (These XHA images are placed in the same file as the images which go to AFEMS (C001) for D24 reporting). AFEMS (COO1) updates the AFEMS database and forward the images to SNCS to update the central file. Daily change reports for ERRCD XB/XF/XD type account B items are sent directly to the SNCS.

21.182.2. COMSEC Referral Inquiries Point of Contact. The Chief of Supply will assign a single point of contact (POC) for referral of inquiries regarding COMSEC serial number reports and data. Responsibilities of the POC include researching the consolidated transaction history, confirmation or correction of records (errors/notices back from interfacing systems), scheduling the semiannual reconciliations (R46), and scheduling any monthly reconciliation (R46) when a monthly is deemed necessary by the appointed COMSEC POC or COS.

NOTE: Do not get the options of the R46 confused. There is a monthly option and an annual option. The annual option is used for the semiannual requirement to reconcile with AFEMS and the Serial Number Control System (SNCS).

21.182.3. IEX Assignment. IEX B is not required for items assigned SRC C.

21.183. Serial Number Details.

21.183.1. The actual serial number for each item coded with SRC C is maintained on either a Serialized Control Detail (249) Record or an In-Use Serialized Control (250) Record. Serial numbers for items on hand in base supply, regardless of ERRCD, are maintained on 249 control records. Serial numbers for items coded as equipment will transfer to 250 control records when issued to the customer. (For example: If you are authorized three COMSEC assets on an in-use detail and have three on-hand there will be three in-use serialized control records linked to that in-use detail.) Serial numbers for items maintained on a detail (i.e., MRSP, MSK, SPRAM, WRM, and supply point) are also accounted for on 250 control records.

21.183.2. The Chief of Supply will not track type account B COMSEC assets (ERRCD XB/XF/XD) once they are issued to the using organization.

21.184. COMSEC Control and Report Preparation.

21.184.1. Delinquency Criteria. All source documents for COMSEC items must be processed to Document Control within 3 workdays from either the SBSS processed date or the post-post date. To avoid delay in processing off-base shipments through transportation channels, coordination and prior shipping arrangements should be obtained from Transportation before processing the SBSS in-line transaction. The serial numbers for each transaction will be listed on an F117 management notice printed in conjunction with the output (source) document. Document Control will file a copy of the F117 management notice along with the source document.

21.184.2. Serial Number Entry. All serial numbers are left justified. The COMSEC serial number(s) (both alpha and numeric characters) will not be prefixed by zeros unless the zero is part of the COMSEC serial number.

21.184.3. General Serial Number Control. When required, the assets will be unpacked and the serial numbers obtained from the bare equipment. This ensures the integrity of the reported data to ESC/DIW and the AFEMS (C001). Only personnel authorized to handle classified or controlled cryptographic items (CCI) may unpack these assets.

CAUTION: Foreign nationals are authorized to store, inspect, deliver, and handle controlled cryptographic item (CCI) assets as long as there is a U.S. citizen present.

21.185. SRC Change.

21.185.1. Verification. When the SRC changes from a "C" to blank or blank to "C" a F118 Management Notice is generated by program control. The F118 Mgmt Notice will print the BME input image with a clear text statement indicating the change "to" and "from" SRC. Records Maintenance must verify the change with ESC/DIW.

21.185.2. Procedures for Valid Changes. If the SRC change is valid, take action to add or delete the applicable 249/250 serialized control record(s).

NOTE: The BME will not allow the serialized report code to be deleted if 249/250 serialized control details are loaded.

21.185.3. Procedures for Invalid Changes. For invalid changes, reprocess the BME to input the correct SRC.

NOTE: The BME is not processed at a terminal. It should be processed by Computer Operations personnel.

21.186. COMSEC Reconciliation.

21.186.1. Central COMSEC Control File. The Air Force is required (as directed by the National Security Agency) to account for all COMSEC assets requiring serial number control. All COMSEC assets on SBSS detail records or on hand in supply will be reconciled semiannually with AFEMS (C001) for type account code E assets and SNCS for type account code B assets as of 15 March and 15 September. AFEMS (C001) will process the type E COMSEC assets reconciliation data received into the AFEMS database and then forward those images to SNCS for processing of the reconciliation. SNCS will process the data received from AFEMS (C001) and the type account B COMSEC assets data received straight from the bases.

NOTE: If the R46/NGV874 COMSEC reconciliation reports are not transmitted successfully by the 30th of March/September, the base will advise ESC/DIW, Lackland AFB TX, and MSG/SMK, Wright-Patter-

son AFB OH, of the estimated transmission date by priority message. Put "DELIVERY DURING NORMAL DUTY HOURS ONLY" in the message handling block of the priority message.

21.186.2. Reconciliation actions. Prior to 15 March and 15 September process the edit option of the R46 (position 64 equals a dash(-)). This option will compare the on-hand balance and detail balance to the 249/250 serialized control records. An error listing is produced for records that do not pass edits. When all reporting errors are corrected and any out-of-balance conditions have been resolved, process the R46/GV874 (C in position 66 of the program select card) to create the outbound SIFS file.

21.186.3. Non-receipt. SNCS sends one XHB, COMSEC Control Reject Report, with COMSEC error notification code 7B to any base which fails to process the reconciliation as required. When an XHB with COMSEC error notification code 7B is received, the base will take action to have the R46/GV874 reconciliation report processed with C in position 66 of the report parameter.

NOTE: Processing with C in position 66 of the report parameter causes the report to be processed and automatically transmitted out.

21.186.4. Invalid Reconciliation Reject Notice. The Chief of Supply will not maintain visibility of type account B COMSEC assets once they are issued to the using organization so they will not be included in the semiannual reconciliation. However, until SNCS changes they will be sending an error notice back to bases indicating a reconciliation was not received for these serial numbers. Bases will ignore these notices, no reply is required.

21.186.5. Out-of cycle reconciliation. The office of primary responsibility for SNCS may direct out-of-cycle reconciliation reports with MAJCOM approval. When bases are directed to do these out-of-cycle reconciliations, transmission of data will be by the same method and to the same places as the scheduled semiannual reconciliations.

21.187. COMSEC Control Error Notification.

21.187.1. ESC/DIW Processing. ESC/DIW processes COMSEC serialized control reports from bases daily. When an error is detected by the SNCS, a COMSEC reject record (TRIC XHB) is transmitted to the reporting SRAN according to **Attachment 21AB-2**. Error notification codes (positions 72-75) of the XHB are defined in **Attachment 21AB-6** with possible corrective action.

21.187.2. Base Corrective Action. Bases will correct the errors, change the DOC ID in positions 1-3 to XHA, RIC positions 4-6 to FPD for type account B COMSEC assets or FNL for type account E COMSEC assets. Then transmit within 5 calendar days of receipt of error notification. Transmission will be the same as used for daily transaction. Bases which have problems correcting COMSEC error notification code rejects should contact ESC/DIW prior to resubmission.

21.188. In-Line Transaction Processing.

21.188.1. When processing an in-line transaction (i.e., ISU/SHP) that affects the total on hand or detail quantity normal processing procedures will apply. However, if you process a transaction for a partial quantity you must identify specific serial numbers before the in-line transaction is processed. The following paragraphs list actions needed to process inline transactions. An F117 Management Notice listing the serial numbers will be printed in conjunction with output documents created as a result of an inline transaction.

21.188.1.1. Process an XS1 (screen 496) with an action code L to load a 249/250 serialized control detail that was deleted in error.

21.188.1.2. Process an XS1 with an action code of C to change an incorrect serial number on a 249/250 detail. A FIX transaction is no longer required to change serialized control serial numbers.

21.188.1.3. Process an XS1 with an action code of D to delete 249/250 serialized control details.

NOTE: See **Attachment 21AA-11** for XS1 input format.

21.188.1.4. All SRC C items must have a 249 or 250 serialized control record loaded or in-line transactions will reject.

21.188.2. Issues.

21.188.2.1. Issue of total on-hand quantity to a detail. If the total on-hand quantity is being issued to a detail (i.e., MRSP, MSK, SPRAM, WRM, Supply Point) normal issue procedures apply. The applicable 249 serialized control record(s) is deleted and 250 serialized control record(s) established by program control. The 250 serialized control record(s) reflects the last four positions of the detail document number.

21.188.2.2. Issue of partial on-hand quantity to a detail. If less than the total on-hand quantity is being issued to a detail, you must identify the serial number(s) you want to issue. Process a Serialized COMSEC Control Input-Format Two (TRIC XHB) with the phrase "ISU/DOR" in the type phrase field (positions 23-29) to load an "I" in the receipt code field of the 249 record. After the record(s) are flagged, normal issue procedures apply. The applicable 249 serialized control record(s) is deleted and 250 control record(s) established. The 250 serialized control record(s) reflects the last four positions of the detail document number.

NOTE: When processing serial numbers from 249 control records coordinate with warehouse personnel to determine which serial numbers to identify.

21.188.2.3. Issue of total on-hand quantity to an organization. If the total on-hand quantity is being issued normal issue procedures apply. The 249 serialized control record(s) is deleted and 250 serialized control record(s) is established for type account E items reflecting the last four positions of the in-use document number.

21.188.2.4. Issue of partial on-hand quantity to an organization. If less than the total on-hand quantity is being issued you must identify the serial number(s) you want to issue. Process a Serialized COMSEC Control Input-Format Two (TRIC XHB) with the phrase "ISU/DOR" in the type phrase field (positions 23-29) to load an "I" in the receipt code field of the 249 record. After the records are flagged, normal issue procedures apply. The 249 serialized control record(s) is deleted and, 250 serialized control record(s) is established for type account E items, reflecting the last four positions of the in-use document number.

NOTE: Serial number accountability for type account B items (ERRC XD/XF/XB) becomes the responsibility of the using organization at the time of issue.

21.188.2.5. Issue of total quantity from a detail. If the total detail quantity is being issued normal issue procedures apply. The 250 serialized control record identified to the detail is deleted and 250 serialized control record(s) is established for type account E items, reflecting the last four positions of the in-use document number.

21.188.2.6. Issue of partial on-hand quantity from a detail. If less than the total detail quantity is being issued you must identify the serial number(s) you want to issue. Process a Serialized COMSEC Control Input-Format Two (TRIC XHB) with "MSI" in the first three positions of the type

phrase field to load an "M" to the 250 serialized control record. After the records are flagged, normal MSI procedures apply. The 250 serialized control records identified to the detail are deleted and 250 serialized control record(s) is established for type account E items reflecting the last four positions of the in-use document number.

NOTES:

1. When a MSI is processed the issue programs will try to replenish the detail unless an "F" is in position 54 of the MSI input. If the on-hand balance is greater than the replenishment quantity the replenishment MSI will reject unless the applicable 249 serialized control records are identified for issue. To avoid rejects, recommend you process all MSIs for serialized control items with an F in position 54 of the MSI input.
2. You can not process an MSI to issue from one detail to another detail. Process a turn-in from the "issuing" detail to the item record then process an issue to the "gaining" detail.

21.188.3. Turn-Ins.

21.188.3.1. Total detail quantity being turned in. If the total detail quantity is being turned in normal turn-in procedures apply. The 250 serialized control record(s) is deleted and 249 serialized control record(s) is established.

21.188.3.2. Turn-in of partial quantity from a detail. If less than the total detail quantity is being turned in you must identify the serial numbers you want to turn-in. Process a Serialized COMSEC Control Input-Format Two (TRIC XHB) with the phrase "TURN-IN" in the type phrase field (positions 23-29) to load a "T" to the 250 serialized control record. After the records are flagged, normal turn-in procedures apply. The 250 serialized control record(s) will be deleted and 249 serialized control record(s) established.

21.188.3.3. Turn-in of items not on a detail. Process a Serialized COMSEC Control Input-Format Two (TRIC XHB) with "TURN-IN" in the type phrase field (positions 23-29) to load a 249 serialized control record. After the serialized control record is established normal turn-in procedures apply.

21.188.4. Shipments. For shipments of assets on-hand in supply, normal shipment procedures apply. Individual shipments from details are not allowed. Process a turn-in and ship from the item record. Prior to processing a TRIC SHP, process a TRIC XHB to flag each 249 detail to be shipped or a 615 reject will occur. The maximum amount of details that can be shipped with one input is 50 (fifty).

NOTE: Redistribution Orders/Referrals from MSK and Supply Point Details may be processed.

21.188.5. Receipts. Prior to processing a REC for a COMSEC item you must process a Serialized COMSEC Control Input-Format Two (TRIC XHB) with the phrase "SHIPPED" in the type phrase field (positions 23-20) to load the 249 serialized control record. When the receipt transaction is processed a F117 Management Notice is produced. Once the REC is processed the Receipt Code field of the 249 control record is changed to an "R" to signify the property was received. A DIC XHA with a R in position 7 will be generated by program control to update AFEMS (C001) and SNCS. If the 249 control record(s) is not loaded when the REC transaction is processed the program will generate a 616 Reject. You must take action to load the 249 records before the receipt can be reprocessed.

NOTE: All elements of the 249 record (i.e., suffix code, due-in number, MMC) must match the REC input or the transaction will reject.

21.188.6. Reverse Post Transactions. Prior to reverse posting a transaction process a serial Serialized COMSEC Control Input-Format Two (TRIC XHB) to create/delete the applicable 249/250 serialized control record.

21.188.7. Reidentifying Serialized Control COMSEC Items. The following steps apply:

21.188.7.1. Process an XHB (Format 2) to delete the serial number detail (s).

21.188.7.2. Process a BME to delete the serialized report code. Note: An F119 Management Notice will be produced if all 249/250 details are not deleted.

21.188.7.3. Process an FER to change the stock number on the affected authorized in-use detail(s).

21.188.7.4. Process a BME to reload the serialized report code.

21.188.7.5. Process an XHB (Format 2) to reload the serial numbers under the new stock number.

21.189. Post-Post Procedures. The current version of the Contingency Processing System (CPS) is not programmed to accommodate automated serial number reporting. Hand scribe the applicable post-post documents and hold the transactions for processing until the computer comes in-line after post-post recovery.

21.190. Deployment Procedures.

21.190.1. Deployment of total detail quantity. If you deploy the total on-hand quantity of the detail (MRSP, MSK, SPRAM, WRM or In-use) normal deployment processing procedures apply. The deployed routing identifier will be stored on the applicable 250 serialized control records.

21.190.2. Deployment of less than total detail quantity. If you deploy less than the total on hand detail quantity process a Serialized COMSEC Control Input-Format Two (TRIC XHB) with type phrase “deploy” in positions 23-29 to load a “D” in the 1st position of the ACTION-CODE field of the 250 record. After the records are flagged, normal deployment processing procedures apply. Program control will delete the “D” from the 250 serialized control record and load the deployed routing identifier to the control records.

21.190.3. Total quantity returned from deployment. If you return the total deployed quantity normal return deployment processing procedures apply. At this time the deployed routing identifier will be deleted from the applicable 250 serialized control records.

21.190.4. Partial quantity returned from deployment. If you return less than the total quantity deployed process a Serialized COMSEC Control Input-Format Two (TRIC XHB) with type phrase “return” in positions 23-29 to load an “R” in the 1st position of the ACTION-CODE field of the 250 record. After the records are flagged, normal return deployment processing procedures apply. At this time the deployed routing identifier will be deleted from the applicable 250 serialized control records.

21.191. Transfer Procedures.

21.191.1. Transfer of total detail quantity. If you transfer the total on-hand quantity of the detail (MRSP, MSK, SPRAM, WRM or In-use) normal transfer processing procedures apply. Daily Change Reports (TRIC XHA) will be generated under program control to update AFEMS (C001) and SNCS. In addition, XHA images are created for forwarding to the gaining base to establish 249 serialized control records.

21.191.2. Transfer of less than total detail quantity. If you transfer less than the total on-hand detail quantity process a Serialized COMSEC Control Input-Format Two (TRIC XHB) with type phrase "TRANFER" to load a "T" in the 1st position of the ACTION-CODE field of the 250 record. After the records are flagged, normal transfer processing procedures apply. Daily Change Reports (TRIC XHA) will be generated under program control to update AFEMS (C001) and SNCS. In addition, XHA images are created for forwarding to the gaining base to establish 249 serialized control records.

21.192. Removal/Installation of Controlled Cryptographic Items (CCI).

21.192.1. CCI Replacement at Transient Locations. In some cases, aircraft, mobile communications centers, etc., must have CCI serviceable assets replaced at transient locations, that is, at a location other than home station. When this happens, the transient base maintenance activity must notify the COMSEC monitor at the transient base supply with an AFTO Form 781L, Record of Removal/ Installation of Controlled Cryptographic Items (CCI). Upon return to home station, the home station maintenance activity must notify its Base Supply COMSEC monitor by AFTO Form 781L. It is imperative that this form be processed correctly at both bases to provide the HQ Cryptologic Systems Group, Information Assurance Directorate, (ESC/DIW), Lackland AFB, San Antonio, Texas, 78243 the current location of the CCI. The ESC/DIW Crypto 24-Hour help desk is comm (210) 977-5810 and 5811 or DSN 969-5810 and 5811. The basic instructions for AFTO Form 781L are found in AFM 66-1, T.O. 00-20-5 and T.O. 00-20-8.

21.192.2. Transient Location CIC Removal Processing Procedures. When a CCI asset is removed and replaced at a transient location, the maintenance activity at the transient location forwards the AFTO Form 781L to the COMSEC monitor in base supply. The monitor prepares a DIC XHA Format 2 described in **Attachment 21AB-4**, of this chapter, for transmission to ESC/DIW. This represents the removal of a CCI at the transient base and the installation of a like item with a different serial number.

21.192.3. Home Station CIC Removal Processing Procedures. After the aircraft or ground mobile communications center, etc., returns to its home station, the home station maintenance activity must also forward a copy of the AFTO Form 781L to the COMSEC monitor. The monitor must prepare a TRIC XHA using Format 2 described in **Attachment 21AB-2**, and transceived to ESC/DIW. This completes the processing which was started at the transient location.

21.192.4. Document Control of CIC Replacements. At the transient base and the home base, Document Control must annotate or stamp on "Received by (signature of Document Control clerk and date)" on the "Comments" line and forward a copy to the maintenance activity that provided the form to Base Supply. File the form for 2 years from the date received by the Document Control clerk. The following results when all actions have been properly completed by the transient base and the home base:

21.192.4.1. The transient base supply knows that the home base serial number now belongs to the transient base, and the XHA images were prepared accordingly.

21.192.4.2. The home base supply knows that the transient base serial number now belongs to the home base, and the XHA images were prepared accordingly.

21.192.4.3. The ESC/DIW knows the CCI formerly located at base A is now located at base B, and the CCI formerly located at base B is now located at base A.

21.192.5. Depot Maintenance. If an aircraft must be sent to a repair depot for maintenance and a CCI asset is aboard, the home base maintenance activity reports this by AFTO Form 781L. The maintenance activity enters in the comments block that the aircraft was sent to (name of repair depot, date, and signature of maintenance official). In this case, there will not be an installed asset to report. The COMSEC monitor at the losing base enters the NSN and serial number in the XHA record in positions 8-37 and leaves positions 38-67 blank. The host Base Supply COMSEC monitor of the repair depot will enter the same NSN and serial number in positions 38-67 and leave positions 8-37 blank. This combined processing action notifies ESC/DIW that a CCI asset formerly located at a using base is now located at a repair depot. The host Base Supply at AFMC depots will follow the procedures in AFMC regulations for obtaining the required information from the depot.

21.192.6. Civilian Contract Maintenance. When maintenance is performed at civilian contract maintenance activities, that maintenance activity notifies ESC/DIW using SF 153, COMSEC Material Report, instead of the XHA records.

21.192.7. Other Service Performed Maintenance. If a CCI is removed and replaced at an other-service installation such as Army, Navy, etc., the home base maintenance activity forwards the completed AFTO Form 781L to the COMSEC monitor. The monitor prepares the XHA images as described in the paragraph above. The other-service installation reports the serial number change to their central office of record using their own established procedures.

Section 21AC—SPECIAL LOGISTICS SUPPORT PROCEDURES FOR SMALL ARMS PROGRAM.

21.193. Overview.

21.193.1. Section Summary. This section provides guidelines for implementing Department of Defense Instruction (DODI) 4000.25-2-M and 5100.76-M.

21.193.2. Definitions. Small arms as used within this program are defined as the following: handguns; shoulder fired weapons; light automatic weapons up to and including .50 caliber machine guns; recoilless rifles up to and including l06mm; mortars up to and including 81mm; rocket launchers, man portable; grenade launchers, rifle and shoulder fired; and individually operated weapons which are portable and/or can be fired without special mounts or firing devices and which have potential use in civil disturbances and are vulnerable to theft.

NOTE: Excludes weapons which do not or are not designed to use an explosive to expel a projectile or flame (for example, air rifles).

21.193.3. Management.

21.193.3.1. Weapons storage facility. The Materiel Management Flight has the responsibility for operation of a weapons storage facility when a Mobility is authorized. When a Mobility is not authorized, then the Materiel Storage and Distribution Flight will assume these responsibilities. Since most small arms/weapons are equipment items, the Materiel Management Flight has the same responsibilities it has for other equipment items.

21.193.3.2. Private weapons. Small arms purchased with nonappropriated funds and privately owned weapons will not be managed under the small arms program. These weapons are controlled by civil authorities under the Gun Control Act of l968 (18 USC 921).

21.193.4. Procedural References. Personnel involved with managing small arms must be familiar with the following procedural references before using information in this section:

21.193.4.1. **Section 21AA**.

21.193.4.2. AFI 31-101.

21.193.5. Captured Weapons /Small Arms Accountability. The Joint Regulation "Control and Registration of War Trophy Firearms" outlines some of the joint service responsibilities regarding war trophies; however, all AF weapons/small arms that are currently on hand but not registered in the D184 system and all those captured in the future are subject to the following guidance:

21.193.5.1. Ensure all weapons/small arms are safeguarded IAW AFI 31-101 (Physical Security).

21.193.5.2. Bases will immediately enter information on these captured weapons into the D184 system using stock number "1005PCAPTURE." At the same time, bases will identify, in writing, to their parent MAJCOM, the type of weapon/small arm complete with description, quantity, serial number, and intended purpose. MAJCOMs will in turn provide disposition instructions. In the meantime, bases must retain these assets using ASC 054CAPT.

21.193.5.3. Disposition from MAJCOMs will consist of one of three possibilities. First, if the weapon/small arm is intended for display purposes, it must be approved through the USAF museum IAW AFI 84-103. Second, assets could be used to support mission requirements if approved through the Equipment Management System (i.e., AFEMS and applicable allowance standards). The last and most probable fate of captured weapons/small arms will be disposal/demilitarization. If the weapon/small arm is not approved for display or to fill mission requirements, units and Base Supply must ensure that disposal of captured small arms will be IAW DOD 4160.21-M, Chapter 4, Paragraph 63. Weapons/small arms that survive DRMO screening will be destroyed. If the local DRMO has expanded demilitarization authority and there are less than 10 weapons/small arms, the DRMO will generally accomplish the demilitarization. Otherwise the DRMO will give instructions for shipping the weapon/small arm to a demilitarization facility. If the MAJCOM authorizes shipment of the weapon/small arm to another location for demilitarization, the losing unit will input the shipping transaction while the gaining unit input the proper demilitarization instructions into the D184. **NOTE:** If the shipment is to the Anniston Army Depot, funding will be required to have the weapons demilitarized. This will outline the captured weapons policy.

21.193.5.4. ASC 054CAPT will be used for captured weapons/small arms awaiting disposition from MAJCOM.

21.193.6. File Maintenance All small arms controlled by serial number must be assigned a valid NSN or service stock number (NC/ND). EMS must ensure that Records Maintenance submits AF Form 86, when required.

21.194. Small Arms/Serialized Control Program Requisition. Allowances. Requisitions and allowances for small weapons must be according to the following restrictions:

21.194.1. Small arms issues. Air Force activities must obtain all small arms from the item manager (IM) at WR-ALC.

21.194.2. Small arms requisitions from the Defense Reutilization and Marketing Office (DRMO). The IM at WR-ALC/LKJM is the only AF activity authorized to obtain small arms from the DRMO. No other AF activity or personnel are allowed to obtain small arms from the DRMO.

21.194.3. Quantities Requisitioned. Quantities requisitioned must not exceed authorized allowances or approved test quantities.

21.195. Small Arms/Serialized Control Program Transfer.

21.195.1. Procedures.

21.195.1.1. Transshipment requirements. To ensure maximum control, the IM will instruct that weapons be returned to the Anniston Army Depot (FY 1346) AL for transshipment to another service/DLA when transshipment is appropriate.

21.195.1.2. Redistribution orders. Redistribution orders (A2x) must be sent to WR-ALC by priority message for continuing actions under the following conditions: the redistribution orders are received from a source other than WR-ALC/LKJ; and redistribution orders direct transfer of serialized weapons to other services/DLA for any reason.

21.195.2. Restrictions.

21.195.2.1. Small arms must NOT be transferred from one accountable activity to another within or outside the AF unless directed by WR-ALC.

21.195.2.2. Small arms must NOT be transferred from one activity to another using repair and return (RAR) procedures.

21.195.2.3. Match grade weapons presented to the COS for shipment to the USAF Marksmanship School for maintenance will be shipped and returned to the master shooter when received from the school on accountable documentation.

21.196. Demilitarization.

21.196.1. Weapons for Demilitarization or Destruction. Weapons must be demilitarized or destroyed according to the following procedures:

21.196.1.1. The item manager (IM) must authorize the demilitarization or destruction of all small arms.

21.196.1.2. EMS must process a TRM to adjust accountable records, after authorization to demilitarize or destroy is granted.

21.196.1.3. A DSM to the D-184 (Small Arms Registry) with transaction code V will be generated under program control.

21.196.2. Weapons Using Code V. Demilitarized weapons using code V and retained for training, ceremonial, or other purposes must be processed according to the following procedures:

21.196.2.1. Weapons must be reidentified to a different stock number (NSN), assigned a controlled item code N, safeguarded, and reported to the D-184 system at WR-ALC.

21.196.2.2. The WR-ALC is responsible for updating the DOD Central Registry.

21.197. Special Issue of Small Arms.

21.197.1. Small Arms to General Officers. Air Force general officers (active Air Force Reserve and federally recognized Air National Guard general officers) may be issued the standard Air Force side-

arm on a semi permanent basis when they submit a letter of request to HQ USAF/DPG for verification. This letter of request must contain an appropriate mailing address for the weapon.

21.197.1.1. Warner Robins Air Logistics Center (WR-ALC) Responsibilities. WR-ALC/MM is the Air Force Small Arms Program Manager and is responsible for maintaining control of the issue and turn-in of these sidearms.

21.197.1.2. Sidearms Issue Receipt Procedures. Sidearms are issued to general officers by WR-ALC after they have received verification from HQ USAF/DPG. No Base Supply action is required when a weapon is shipped to a base from WR-ALC marked for a general officer since these weapons do not fall under the Military Standard Requisition and Issue Procedures (MILSTRIP). These weapons go directly to the general or his/her aide who signs for receipt of it on Air Force Form 12 from Transportation personnel. WR-ALC sends a message to Base Transportation requesting confirmation of receipt of the weapon. Base Supply does not process REC/DOR transactions and does not establish EAID accountability.

21.197.1.3. Accountable Records. The sidearm is reported to the Air Force Component Registry. It is the responsibility of each general officer to ensure the serialized control, inventory, and location records at WR-ALC are kept current when he/she is reassigned.

21.197.1.4. Issue/Turn-In of Ammunition. A one-time issue of appropriate caliber and quantity ammunition (a basic load or two basic loads for 9mm weapons) from the nearest Munitions Accountable Supply Officer (MASO) is authorized. However, major commands have the option to issue one box of ammunition to a general officer. The basic load(s) fall in the conventional ammunition major category C-peacetime static level (non-WRM/non-consumable). This ammunition is turned in to the MASO when a general officer goes PCS or retires.

21.197.1.4.1. Purchase of Holster Kits. General officer holster kits for 9mm weapons which include holster, belt, and dual magazine pouch may be procured by submitting a funded requisition to the nearest Base Supply. The following national stock number (NSN) applies depending upon the individual belt size:

Table 21.2. Size & NSN.

SIZE	NSN
Size 30-32	1095-01-239-9217
Size 34-36	1095-01-239-9218
Size 38-40	1095-01-239-9219
Size 42-44	1095-01-239-9220

NOTE: Additional 15-round magazines for the 9mm weapon maybe ordered using NSN 1005-01-204-4376. Recommend two additional 15-round magazines be ordered to match the leather gear capacity.

21.197.2. Retained Sidearms. General officers may retain sidearms issued to him/her until retirement. Upon retirement, the officer may either process a turn-in or purchase the sidearm. If the sidearm is to be turned in, it must be returned to FY1346 Defense Distribution Depot Anniston, 7 Frankford Avenue, Anniston AL 36201-4199. The Chief of Supply at the general officer's last duty station is responsible for proper handling of the shipment. If the sidearm is to be purchased, payment is based on the current catalog price. To obtain or verify the stock number, serial number, and price of the sidearm, contact the Air Force Small Arms Monitor at Robins AFB, Georgia. The following actions apply:

21.197.2.1. Purchase Sidearm. A formal request-to-purchase letter must be forwarded to HQ USAF/IL. The letter must identify how long the weapon has been in the general officer's possession, and a statement that the purchase is requested for sentimental reasons. No more than one weapon may be approved for sale. Additional weapons in the general officer's possession must be returned to proper custody and processed as outlined in this chapter.

21.197.2.2. Approval Request. If HQ USAF/IL approves the purchase request, a copy of the approval letter must accompany a check made payable to 78 ABW/ ACF, Robins AFB GA. Annotate the check with the following:

Purchase of handgun, stock number _____, serial number _____.

21.197.2.3. Payment. Mail the check and letter to WR-ALC/FMFL, 236 Miledge Street, Suite F2, Robins AFB GA 31098-1616. Be sure to include the address to which the bill of sale should be sent. Upon receipt of the check, FMFL will forward a copy of DD Form 1131 (cash collection voucher) to WR-ALC/LKJ, the Air Force Weapons Registry Office.

21.197.2.4. Air Force Weapons Registry. The Air Force Weapons Registry does the following:

21.197.2.4.1. Provides a bill of sale to the general officer.

21.197.2.4.2. Updates the weapons registry with a G transaction and a "sold" entry to remove the weapon from the Air Force inventory.

21.197.2.5. Retaining Holster Kits. The 9mm holster kits may be retained by the general officer on a no-charge basis.

21.197.2.6. Turn-in Sidearms. The Chief of Supply does the following when a sidearm kit is turned in by a general officer:

21.197.2.6.1. Prepares an off-line shipment to:

FY 1346

Defense Logistics Agency

ATTN: DDAA-U

Defense Distribution Depot Anniston

7 Frankford Avenue

Anniston, AL 36201-4199

Clearly mark the document DO NOT POST.

21.197.2.6.2. Uses the NSN of the weapon and lists the components on the face of the shipping document. A complete kit consists of the weapon, harness, belt, holster, and ammunition pouch.

21.197.2.6.3. Ships the sidearm kit using standard transportation procedures.

21.197.2.6.4. Files the shipping document according to **Section 21A**, this chapter.

21.197.3. Small Arms to Air Force Office of Special Investigation (AFOSI) Agents. Modified caliber .45 semiautomatic pistols for the AFOSI should be accounted for by HQ AFOSI on account FX 4203. HQ AFOSI will report these type weapons to the Small Arms Registry. These weapons “will

not" be maintained on COS accountable records. However, standard weapons used will be accounted for on COS records (i.e., standard 9mm pistol which has not been modified).

21.198. Small Arms/Serialized Control Program Reports. Serial Numbers. Serial numbers on small weapons should be processed according to the following guidelines:

21.198.1. Weapons Abandoned, Claimed, Found-On-Base, and Confiscated. These weapons should be reported according to the following guidelines:

21.198.1.1. Before abandoned, confiscated, etc., weapons can be registered in the D-184, the weapons monitor must check the AF and DOD-wide registries to see if the weapon is registered.

21.198.1.2. If the weapon is registered with the AF, then the small arm should be reported by normal reporting procedures.

21.198.1.3. If the weapon is not registered with the AF, then it will be registered immediately when the weapon comes under government control.

21.198.1.4. The document to establish accountability should contain the following two statements: condition under which the weapon was obtained, i.e., lost, found-on-base, confiscated; a notation will also be made to indicate the completion of DOD-wide registration and reutilization screening.

21.198.2. Excess small arms, regardless of dollar value, must be reported as specified in volume 1, part 1, chapter 3.

21.198.3. Nonappropriated-funded small arms turned in to a DRMO and privately-owned weapons classified as claims property will be registered immediately when they come under the control of DOD. Small arms that are claimed (private property whose title has passed to DOD as a result of a claim against the government due to its damage in connection with government activities, usually movement of household goods) or confiscated (private property whose title has passed to the DOD as a result of being confiscated by appropriate authority, usually as a result of being abandoned and/or unauthorized for personal possession) by DOD activities will be reported immediately to Component Registries, i.e., AF is the D184. Contact the WRY-ALC small arms equipment specialist (WR-ALC/LKJTW, DSN 468-6747) for assignment of an ND number if a small arm lacks an assigned NSN. The equipment specialist will request identification of the small arm's brand name and model name/number prior to assignment of an ND number.

ATTACHMENT 21A-1

RESERVED

21A1.1. Reserved For Future Use.

ATTACHMENT 21B-1

RESERVED

21B1.1. Reserved For Future Use.

ATTACHMENT 21C-1

RESERVED

21C1.1. Reserved For Future Use.

ATTACHMENT 21D-1

ENTRY OF COST ACCOUNTING DATA

21D1.1. Purpose. To provide a format for entering required cost accounting data when the type organization code is D and a specific job designator applies.

Table 21D1.1. Cost Accounting Data.

BSS, BST, TIN, AND ISU (EXCEPT BENCH STOCK—ACTIVITY CODE B) POS	2BS (MASTER BENCH STOCK DETAIL RECORD LOAD), USE POS	ELEMENT	EDIT
45-49	47-51	Control Number	Numeric (Position 45/47 may be A, C, M, S, T, Y or U.)
50	52	Job Designator	Alpha (Blank if position45/47 is U)

NOTE: No data is required for supply point detail record transactions.

ATTACHMENT 21D-2

G004H OUTPUT REPORT (1GH)

21D2.1. Purpose. To provide cost accounting data for processing by the AGMC cost accounting system (G004H).

21D2.2. Output Destination. RPS/main system.

21D2.3. Input. See chapter 5 for program D22/NGV985.

21D2.4. Output Format.

Table 21D2.1. Output Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier Code	1GH
4-5	2	System Designator	
6-7	2	Blank	
8-22	15	Stock Number	
23-24	2	Unit of Issue	
25-29	5	Action Quantity	
30-43	14	Document Number	
44	1	Blank	
45-49	5	Control Number/Blank	May be blank if reverse-post
50	1	Job Designator/Blank	May be blank if reverse-post
51	1	Blank	
52-53	2	MILSTRAP Code	Blank on output from SBSS ADS
54-56	3	Input DIC/TRIC	
57-59	3	ERRCD	
60-61	2	Application Code/ Blank	
62	1	Supply Condition Code	
63	1	Credit Code/Blank	Blank if not a turn-in
64	1	Budget Code	
65-68	4	Action Date	
69-71	3	FIA Code	
72-79	8	Extended Cost	
80	1	Reverse-Post Flag/ Blank	R or Blank

ATTACHMENT 21D-3

G072B OUTPUT (1GB)

21D3.1. Purpose. To provide unit price information to the AGMC cost accounting system (G072B) for selected stock numbers.

21D3.2. Output Destination. RPS/main system.

21D3.3. Input. Not applicable.

21D3.4. Output Format.

Table 21D3.1. Output Format

POS	NO POS	FIELD DESIGNATION	REMARKS
1-3	3	Document Identifier Code	1GB
4-7	4	Line Item Number	From G072B System
8-10	3	Blank	
11-19	9	Unit Cost	May be blank on input
20-39	20	Blank	
40-45	15	Stock Number	
55-80	26	Blank	

ATTACHMENT 21E-1

RESERVED

21E1.1. Reserved For Future Use.

ATTACHMENT 21F-1

RESERVED

21F1.1. Reserved For Future Use.

ATTACHMENT 21G-1

RESERVED

21G1.1. Reserved For Future Use.

ATTACHMENT 21H-1

PROJECT/SYSTEM DESIGNATOR/WEAPON SYSTEM CODES

21H1.1. Purpose. To provide project codes for systems supported using special interservice supply support procedures.

Table 21H1.1. Project/System Designator/Weapon System Codes.

PROJECT CODE	SYSTEM/Purpose
3AD	DDN/DSTE Support
BBP	AN/UGC 74 (for Initial Spares Only--Restricted to CONUS and Korea)
EKZ	AN/UGC 74 (for Initial Spares Only--All Others)
LGP	DSCS AN/TSC-54, AN/MSC-46, AN/FSC-78/79, AN/TSC-86, AN/GSC-39, AN/TSC-94, AN/TSC-100, AN/USC-28 (Follow-On Spares)
LWS	DCSS
ONU	DCS Microwave Radio AN/FRC-155/160, AN/FRC-162/165, and DEB
ZA6	Skyraider A-1
ZU8	Trojan T-28
3AB	DMISA Reparable Shipment Transactions
3AC	WISSA Reparable/Credit Exchange Shipment Transactions
358	Project Streamliner--Follow-On Supply Support
EAW	Tactical Satellite Communications AN/TSC-94 (for Initial Spares Only)
EFH	Tactical Satellite Communications AN/TSC-100 (for Initial Spares Only)
EER	AN/MSC-64 (for Initial Spares Only)
EEV	AN-GSC-40 (for Initial Spares Only)

ATTACHMENT 21I-1

AUTOMATED MISSION CHANGE/BASE CLOSURE DETAIL TRANSFER INPUT (1TO)

21I1.1. Purpose. To provide necessary data to use program 1TO/D520. This data will be used to delete due-ins, due-outs, status, and credit-DIFMs at a losing base, create 99S transactions for load at a gaining base, and create AMx requisition modifiers to have the requisition shipped to the gaining base. It also adjusts financial records for both the current and prior fiscal year.

21I1.2. Input Restrictions. Any terminal based upon user-id/password.

21I1.3. Output. Rejects and/or management notices, AMx, 99S. ORG and MAC images will be loaded to the pseudo reader for processing.

21I1.4. Input Format and Entry Requirements: Screen 1TO/158.

Table 21I1.1. Input Format and Entry Requirements: Screen 1TO/158.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Transaction Identification Code	1TO
4-18	15	Stock Number	Note 1
19-20	2	System Designator	
21-34	14	Due-out Document Number	Note 2
35-37	3	Gaining Organization Number	Note 3
38-39	2	Gaining Shop Code	Note 3
40-45	6	Gaining SRAN	
46-48	3	Gaining Base Routing Identifier	

NOTES:

1. This field requires coordination with the gaining base to ensure the applicable item records are loaded; otherwise, a 295 reject will occur at the gaining base when the 99S processes.
2. The due-out must be linked to a due-in, or a 356 reject will be generated. The organization code must be between 100 and 999, or a 452 reject will be generated.
3. These fields require coordination with the gaining base to ensure the proper org/shop codes are used.

ATTACHMENT 21J-1

RESERVED

21J1.1. Reserved For Future Use.

ATTACHMENT 21K-1

RESERVED

21K1.1. Reserved For Future Use.

ATTACHMENT 21L-1

RESERVED

21L1.1. Reserved For Future Use.

ATTACHMENT 21M-1

1VR INPUT

21M1.1. Purpose. To update the vendor-owned container detail record.

21M1.2. Input Restrictions. None.

21M1.3. Output. See Vendor Cylinder/Container Receipt (DD Form 1348-1A) (**Attachment 21M-3**).

21M1.4. Input Format and Entry Requirements.

Table 21M1.1. 1VR Input.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Transaction Identification Code	1VR
4-6	3	Routing Identifier Code	Note 1
7	1	Action Flag	Notes 2, 3
8-22	15	Stock Number	Enter NSN of Container
23-24	2	System Designator	
25-29	5	Quantity	
30-43	14	Document Number	Note 3
44	1	Deposit/Refund Code	Note 4
45-51	7	Dollar Value	Note 5
52-58	7	Purchase Order Number	
59-62	4	BPA Call Number	If Applicable
63-66	4	Return Date	Note 6
67-68	2	Blank	
69-80	12	Optional Data	Note 7

NOTES:

1. Enter vendor code. This will be positions 4-6 of the vendor number assigned by the contracting office (see chapter 9, section 9K).
2. Blank--Receipt of Container.

   CWill change purchase order number/BPA call number/return date/optional data (see Note 3).
   FReverse post of shipment of AF-owned container for credit. Positions 1-43 must contain valid data which can be obtained from the 1VS input in the CTH
3. The following information applies:
   a. If action flag is blank, enter V (activity code) 008 (organization code) and **(local shop code of the DOR). Date and serial number will be assigned by the computer.
   b. If action flag is C, enter the vendor-owned container detail record document number.
   c. If the action flag is F, enter the document number from the CTH.

d. If the action flag is C, positions 4-6, 25-29, 44- 51 are not required.

4. Blank--No refund required.

   PRefund indicated on purchase order.

5. Blank or dollar value of refund.
6. Julian date containers must be returned to vendor (stated in deliver/purchase order). When the date is not stated, add 30 days to the actual receipt date of the container(s) when the government is to be penalized (see Defense Acquisition Regulation).
7. This field is used as locally desired to control containers (quantity of empty containers, quantity being used, and quantity full and their location) when updating the vendor-owned container detail record.

ATTACHMENT 21M-2

1VS INPUT

21M2.1. Purpose. To describe the processing for Air Force-owned containers returned for credit (shipments).

21M2.2. Input Restrictions. None.

21M2.3. Output. See 1VS Vendor Cylinder/Container Shipment - AF-Owned Container Shipment (DD Form 1348-1A) (**Attachment 21M-4**).

21M2.4. Input Format and Entry Requirements: 1VS/#165.

Table 21M2.1. Input Format and Entry Requirements: 1VS/#165.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Transaction Identification Code	1VS
4-6	3	Routing Identifier Code	Enter Vendor Code
7	1	Action Flag	Note 1
8-22	15	Stock Number	
23-24	2	System Designator	
25-29	5	Quantity	
30-43	14	Document Number	Notes 2, 3
44	1	Supply Condition Code	Note 3
45-50	6	Blank	
51	1	Transaction Exception Code	
52-80	29	Blank	

NOTES:

1. Leave blank when returning containers to vendor. Enter D to terminate accountability for a cylinder lost or destroyed. Receiving will contact A&F, who will make the payment on the lost or damaged containers. Enter a C when AF-owned container is being returned to a vendor for credit.
2. Enter the applicable vendor-owned container detail record document number.
3. On 1VS input with action flag C, the document number will be blank. A supply condition code of A (SERV) or F through H (UNSERV) must be entered in position 44.

ATTACHMENT 21M-3

VENDOR CYLINDER/CONTAINER RECEIPT (DD FORM 1348-1A)

21M3.1. Purpose. To provide output format for vendor cylinder/container receipt (DD Form 1348-1A).

21M3.2. Output Destination. RPS/main system or input terminal.

21M3.3. Input. See 1VR Input (**Attachment 21M-1**).

21M3.4. Output Format.

Table 21M3.1. Output Format.

POS	FIELD DESIGNATION	SOURCES
1-3	Document Identifier	1VR
4-6	Routing Identifier Code	Vendor Code
7	Action Flag	Input
8-22	Stock Number	Item Record
23-24	Unit Issue	Item Record
25-29	Quantity	Input
30-43	Document Number	Detail Record
44	Deposit/Refund Code	Input/Blank
45-51	Dollar Value of Refund	Input/Blank
52-58	Purchase Order Number	Input
59-62	BPA Call Number	Input/Blank
63-66	Return Date	Input
67-68	Blank	
69-80	Optional Data	Input/Blank

Table 21M3.2. A.

BLOCK	FIELD DESIGNATION	REMARKS
A	Management Notice	I102 management notice will be printed from the terminal or RPS/ main printer.

ATTACHMENT 21M-4

1VS VENDOR CYLINDER/CONTAINER SHIPMENT - AF-OWNED CONTAINER SHIPMENT (DD FORM 1348-1A)

21M4-Section A—IVS 1348-1A.

21M4.1. Purpose. To provide output format for 1VS vendor cylinder/container shipment - AF-owned container shipment (DD Form 1348-1A).

21M4.2. Output Destination. RPS main/system or input terminal.

21M4.3. Input. See 1VS Input (**Attachment 21M-2**).

21M4.4. Output Format.

Table 21M4.1. Output Format.

POS	FIELD DESIGNATION	SOURCES/NOTES
1-3	Document Identifier	Input
4-6	Routing Identifier Code	Input
7	Action Flag	Input
8-22	Stock Number	Item Record
23-24	Unit Issue	Item Record
25-29	Quantity	Input
30-43	Document Number	Detail Record/NOTE
44	Blank	
45-51	Purchase Order Number	Detail Record/NOTE
52-54	Blank	
55-56	System Designator	Item Record
57-59	Blank	
60-61	Priority	Program Assigned
62	Blank	
63-67	BPA Number	Detail Record/Blank/NOTE
68	Blank	
69-72	Return Date	Detail Record
73	Blank	
74-80	Unit Price	Item Record

NOTES:

When this is an AF-owned container being returned for credit, print positions 30-43 will contain FB SRAN and date and serial number; print positions 45-51, 63-67, and 69-72 will be blank.

Table 21M4.2. Block.

BLOCK	FIELD DESIGNATION	SOURCES/REMARKS
A	Shipped-From	Stock record account number and address from organization cost center record 001 for the CSB and computed from system designator for satellite accounts.
B	Shipped-To	This address will be typed in by Receiving; otherwise, leave blank.
E	Extended Cost	Programmatically assigned when 1VS input contains an action flag C; otherwise, blank on output.
O	Document Date	Julian date processed.
U	Type Cargo Code Phrase	Will only be printed on AF-owned containers.
W	SERV	Standard.
X	ERRCD	Item Record.
Y	Number of Copies	Program assigned.
4	Condemned	Will be printed if supply condition code is H.
AA	REMARKS VENDOR-OWNED/ AF-OWNED CONTAINER RETURNED FOR CREDIT	One of the two phrases will be printed depending on the input action flag.
BB	Time and Date, Transaction Serial Number	Internally generated

21M4-Section B—AF OR VENDOR OWNED CONTAINER SHIPMENT OUTPUT FORMAT - SBSS COPY (DOT MATRIX DD FORM 1348-1A).

21M4.5. Purpose. To provide an auditable document of the shipment of Air Force or vendor owned cylinders/containers returned for credit.

21M4.5.1. Output Destination. Input terminal or RPS/main system.

21M4.5.2. Input. See 1VS input (**Attachment 21M-2**).

21M4.5.3. Output Format. This format is produced if the 014-TYPE-FORM-FLAG is equal to A or B. Print lines 1-3 contain the document headers. Print line 4 contains the following data:

Table 21M4.3. Output Format.

PRINT POS	FIELD DESIGNATION	SOURCE/NOTES
1-3	Document Identifier Code	Input (1VS)
4-6	Routing Identifier Code	Input
7	Action Flag	Input
9-10	Unit of Issue	Input Record
11-15	Quantity	Input/Note 1
17-23	Purchase Order Number	Detail Record/Note 2

PRINT POS	FIELD DESIGNATION	SOURCE/NOTES
27-28	System Designator	Item Record
32-33	Priority Code	Constant 13
35-39	BPA Call Number	Detail Record or blank/Note
41-45	Return Date	Detail Record/Note 2
46-52	Unit Price	Item Record/Note 1

NOTES:

The remainder of the data is identified by block numbers.

Table 21M4.4. Output Format.

BLOCK NUMBER	DESCRIPTION	SOURCE/NOTES/DESCRIPTION CONTINUED
1	Total Price	Program assigned when the 1VS input contains an action flag C; otherwise, blank on output/Note 1
2	Ship from SRAN	Organization record
3	Ship to SRAN	This SRAN will be typed in by Receiving; otherwise leave blank.
4	Mark For	Blank
5	Document Date	Date processed
6	National Motor Freight Classification Code	Blank
7	Freight Rate	Manual entry
8	Type Cargo Code(s)	Item record
9	Controlled Item Code	Blank
10	Quantity Received	Manual entry
11	Quantity Unit Pack Code	Blank
12	Unit Weight	Manual entry
13	Unit Cube	Manual entry
14	Unit Freight Code	Manual entry
15	Shelf Life Code	Blank
16	SPI Number/Phrases	Item record
17	Nomenclature/ ERRCD	Item record
18	Type Cont	Manual entry
19	Number Cont	Manual entry
20	Total Weight	Manual entry
21	Total Cube	Manual entry
22	Received By	Manual entry
23	Date Received	Manual entry
24	Document Number and Suffix Code	Notes 2, 4
25	Warehouse Location	Warehouse Location

BLOCK NUMBER	DESCRIPTION	SOURCE/NOTES/DESCRIPTION CONTINUED
	Stock Number	Item Record
26	ADDRESS: (Ship-From Address) CREDIT RETURN (if applicable) *VENDOR OWNED CONTAINER* or *AF OWNED CONTAINER* REUSABLE CONTAINER (if applicable) SHIP TO:	Manual Entry/Note 3
27	COMPANY:	Manual Entry/Note 3
	ADDRESS:	Manual Entry/Note 3
	Transaction Number	Note 4
	Date/Time	Note 4
	Warehouse/Inspector Data	Manual entry
	INPUT and OUTPUT DEVICE	Composed of system designator and terminal function number.

NOTES:

1. Leading zeros are suppressed on this field. Prices contain floating dollar signs.
2. When this is an AF-owned container being returned for credit, block 24 will contain FB SRAN, date, and serial number; line 4 print positions 17-23 (Purchase Order Number), 35-39 (BPA Call Number), and 41-45 (Return Date) will be blank.
3. Ship-to company and address will be typed in by Receiving.
4. This field will be bar coded if 014-TYPE-DEVICE is equal to 37.

21M4-Section C—AF OR VENDOR OWNED CONTAINER SHIPMENT OUTPUT FORMAT - TRANSPORTATION COPY (DOT MATRIX DD FORM 1348-1A).

21M4.6. Purpose. To provide an auditable document of the shipment of Air Force or vendor owned cylinders/containers returned for credit

21M4.6.1. Output Destination. Input terminal or RPS/main system.

21M4.6.2. Input. See 1VS input (**Attachment 21M-2**).

21M4.6.3. Output Format. This format is produced if the 014-TYPE-FORM-FLAG is equal to A or B. Print lines 1-3 contain the document headers. Print line 4 contains the following data:

Table 21M4.5. Output Format.

PRINT POS	FIELD DESIGNATION	SOURCE/NOTES
1-3	Document Identifier Code	Input (1VS)
4-6	Routing Identifier Code	Input
7	Action Flag	Input

PRINT POS	FIELD DESIGNATION	SOURCE/NOTES
9-10	Unit of Issue	Item Record
11-15	Quantity	Input/Note 1
17-23	Purchase Order Number	Detail Record/Note 2
27-28	System Designator	Item Record
32-33	Priority Code	Constant 13
35-39	BPA Call Number	Detail Record or blank/Note 2
41-45	Return Date	Detail Record/Note 2
46-52	Unit Price	Item Record/Note 1

NOTES:

The remainder of the data is identified by block numbers.

Table 21M4.6. Output Format.

BLOCK NUMBER	DESCRIPTION	SOURCE/NOTES/DESCRIPTION CONTINUED
1	Total Price	Program assigned when the 1VS input contains an action flag C; otherwise, blank on output/ Note 1
2	Ship from SRAN	Organization record
3	Ship to SRAN	This SRAN will be typed in by Receiving; otherwise, leave blank.
4	Mark For	Blank
5	Document Date	Date processed
6	National Motor Freight Classification Code	Item Record
7	Freight Rate	Manual entry
8	Type Cargo Code(s)	Item record
9	Controlled Item Code	Item Record
10	Quantity Received	Manual entry
11	Quantity Unit Pack Code	Blank
12	Unit Weight	Manual entry
13	Unit Cube	Manual entry
14	Unit Freight Code	Manual entry
15	Shelf Life Code	Blank
16	SPI Number/Phrases	Item record
17	Controlled Item Phrase/	Controlled Item Phrase Record
	Nomenclature/	Item record
	ERRCD	Item record
18	Type Cont	Manual entry
19	Number Cont	Manual entry
20	Total Weight	Manual entry

BLOCK NUMBER	DESCRIPTION	SOURCE/NOTES/DESCRIPTION CONTINUED
21	Total Cube	Manual entry
22	Received By	Manual entry
23	Date Received	Manual entry
24	Document Number and Suffix Code	Notes 2, 4
25	**TRANS COPY**	Constant
	Stock Number	Item Record
26	*VENDOR OWNED CONTAINER* or *AF OWNED CONTAINER* REUSABLE CONTAINER (if applicable) SHIP TO:	Manual Entry/Note 3
27	COMPANY:	Manual Entry/Note 3
	ADDRESS:	Manual Entry/Note 3
	Transaction Number Date/Time Inspector Data	Manual entry
	INPUT and OUTPUT DEVICE	Composed of system designator and terminal function number.

NOTES:

1. Leading zeros are suppressed on this field. Prices contain floating dollar signs.
2. When this is an AF-owned container being returned for credit, block 24 will contain FB SRAN, date, and serial number; line 4 print positions 17-23 (Purchase Order Number), 35-39 (BPA Call Number), and 41-45 (Return Date) will be blank.
3. Ship-to company and address will be typed in by Receiving.
4. This field will be bar coded if 014-TYPE-DEVICE is equal to 37.

21M4-Section D—AF OR VENDOR OWNED CONTAINER SHIPMENT OUTPUT FORMAT - SBSS COPY (LASER PRINT DD FORM 1348-1A).

21M4.7. Purpose. To provide an auditable document of the shipment of Air Force or vendor owned cylinders/containers returned for credit.

21M4.7.1. Output Destination. Input terminal or RPS/main system.

21M4.7.2. Input. See 1VS input (**Attachment 21M-2**).

21M4.7.3. Output Format. This format is produced if the 014-TYPE-FORM-FLAG is equal to A or B. Print lines 1-3 contain the document headers. Print line 4 contains the following data:

Table 21M4.7. Output Format.

PRINT POS	FIELD DESIGNATION	SOURCE/NOTES
1-3	Document Identifier Code	Input (1VS)
4-6	Routing Identifier Code	Input

PRINT POS	FIELD DESIGNATION	SOURCE/NOTES
7	Action Flag	Input
23-24	Unit of Issue	Item Record
25-29	Quantity	Input/Note 1
45-51	Purchase Order Number	Detail Record/Note 2
55-56	System Designator	Item Record
60-61	Priority Code	Constant 13
63-67	BPA Call Number	Detail Record or blank/Note 2
69-73	Return Date	Detail Record/Note 2
74-80	Unit Price	Item Record/Note 1

NOTES:

The remainder of the data is identified by block numbers.

Table 21M4.8. Output Format.

BLOCK NUMBER	DESCRIPTION	SOURCE/NOTES/DESCRIPTION CONTINUED
1	Total Price	Program assigned when the 1VS input contains an action flag C; otherwise, blank on output/ Note 1
2	Ship from SRAN	Organization record
3	Ship to SRAN	This SRAN will be typed in by Receiving; otherwise, leave blank.
4	Mark For	Blank
5	Document Date	Date processed
6	National Motor Freight Classification Code	Blank
7	Freight Rate	Manual entry
8	Type Cargo Code(s)	Item record
9	Controlled Item Code	Blank
10	Quantity Received	Manual entry
11	Quantity Unit Pack Code	Blank
12	Unit Weight	Manual entry
13	Unit Cube	Manual entry
14	Unit Freight Code	Manual entry
15	Shelf Life Code	Blank
16	SPI Number/Phrases	Item record
17	Nomenclature/	Item record
	ERRCD	Item record
18	Type Cont	Manual entry
19	Number Cont	Manual entry
20	Total Weight	Manual entry

BLOCK NUMBER	DESCRIPTION	SOURCE/NOTES/DESCRIPTION CONTINUED
21	Total Cube	Manual entry
22	Received By	Manual entry
23	Date Received	Manual entry
24	Document Number and Suffix Code	Notes 2, 4
25	Warehouse Location	Warehouse Location Record
	Stock Number	Item Record
26	ADDRESS: (Ship-From Address) CREDIT RETURN (if applicable) *VENDOR OWNED CONTAINER* or *AF OWNED CONTAINER* REUSABLE CONTAINER (if applicable) SHIP TO:	Manual Entry/Note 3
27	COMPANY:	Manual Entry/Note 3
	ADDRESS:	Manual Entry/Note 3
	Transaction Number	Note 4
	Date/Time	Note 4
	Warehouse/ Inspector Data INPUT and OUTPUT DEVICE	Manual entry. Composed of system designator and terminal function number

NOTES:

1. Leading zeros are suppressed on this field. Prices contain floating dollar signs.
2. When this is an AF-owned container being returned for credit, block 24 will contain FB SRAN, date, and serial number; line 4 print positions 17-23 (Purchase Order Number), 35-39 (BPA Call Number), and 41-45 (Return Date) will be blank.
3. Ship-to company and address will be typed in by Receiving.
4. This field will be bar coded if 014-TYPE-DEVICE is equal to 37.

21M4-Section E—AF OR VENDOR OWNED CONTAINER SHIPMENT OUTPUT FORMAT - TRANSPORTATION COPY (LASER PRINT DD FORM 1348-1A).

21M4.8. Purpose. To provide an auditable document of the shipment of Air Force or vendor owned cylinders/containers returned for credit.

21M4.8.1. Output Destination. Input terminal or RPS/main system.

21M4.8.2. Input. See 1VS input (**Attachment 21M-2**).

21M4.8.3. Output Format. This format is produced if the 014-TYPE-FORM-FLAG is equal to A or B. Print lines 1-3 contain the document headers. Print line 4 contains the following data:

Table 21M4.9. Output Format.

PRINT POS	FIELD DESIGNATION	SOURCE/NOTES
1-3	Document Identifier Code	Input (1VS)
4-6	Routing Identifier Code	Input
7	Action Flag	Input
23-24	Unit of Issue	Item Record
25-29	Quantity	Input/Note 1
45-51	Purchase Order Number	Detail Record/Note 2
55-56	System Designator	Item Record
60-61	Priority Code	Constant 13
63-67	BPA Call Number	Detail Record or blank/Note 2
69-73	Return Date	Detail Record/Note 2
74-80	Unit Price	Item Record/Note 1

NOTES:

The remainder of the data is identified by block numbers.

Table 21M4.10. Output Format.

BLOCK NUMBER	DESCRIPTION	SOURCE/NOTES/DESCRIPTION CONTINUED
1	Total Price	Program assigned when the 1VS input contains an action flag C; otherwise, blank on output/Note 1
2	Ship from SRAN	Organization record
3	Ship to SRAN	This SRAN will be typed in by Receiving; otherwise, leave blank.
4	Mark For	Blank
5	Document Date	Date processed
6	National Motor Freight Classification Code	Item Record
7	Freight Rate	Manual entry
8	Type Cargo Code(s)	Item record
9	Controlled Item Code	Item Record
10	Quantity Received	Manual entry
11	Quantity Unit Pack Code	Blank
12	Unit Weight	Manual entry
13	Unit Cube	Manual entry
14	Unit Freight Code	Manual entry
15	Shelf Life Code	Blank
16	SPI Number/Phrases	Item record
17	Controlled Item Phrase/	Controlled Item Phrase Record
	Nomenclature/	Item record

BLOCK NUMBER	DESCRIPTION	SOURCE/NOTES/DESCRIPTION CONTINUED
	ERRCD	Item record
18	Type Cont	Manual entry
19	Number Cont	Manual entry
20	Total Weight	Manual entry
21	Total Cube	Manual entry
22	Received By	Manual entry
23	Date Received	Manual entry
24	Document Number and Suffix Code	Notes 2, 4
25	**TRANS COPY**	Constant
	Stock Number	Item Record
26	*VENDOR OWNED CONTAINER* or *AF OWNED CONTAINER* REUSABLE CONTAINER (if applicable) SHIP TO:	Manual Entry/Note 3
27	COMPANY:	Manual Entry/Note 3
	ADDRESS:	Manual Entry/Note 3
	Transaction Number Date/Time Inspector Data	Manual entry INPUT and OUTPUT DEVICE Composed of system designator and terminal function number.

NOTES:

1. Leading zeros are suppressed on this field. Prices contain floating dollar signs.
2. When this is an AF-owned container being returned for credit, block 24 will contain FB SRAN, date, and serial number; line 4 print positions 17-23 (Purchase Order Number), 35-39 (BPA Call Number), and 41-45 (Return Date) will be blank.
3. Ship-to company and address will be typed in by Receiving.
4. This field will be bar coded if 014-TYPE-DEVICE is equal to 37.

ATTACHMENT 21N-1

RESERVED

21N1.1. Reserved For Future Use.

ATTACHMENT 21O-1

RESERVED

21O1.1. Reserved For Future Use.

ATTACHMENT 21P-1

RESERVED

21P1.1. Reserved For Future Use.

ATTACHMENT 21Q-1

RESERVED

21Q1.1. Reserved For Future Use.

ATTACHMENT 21R-1

CALIBRATION/REPAIR AND RETURN REQUEST (RAR)

21R1.1. Purpose. To provide an input format for processing supplies and equipment to a repair activity using calibration/repair and return procedures.

21R1.2. Input Restrictions. None.

21R1.3. Output. RPS main system or terminal.

21R1.4. Input Format and Entry Requirements: Screen #RAR/#403.

Table 21R1.1. Input Format and Entry Requirements: Screen #RAR/#403.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Transaction Identification Code	RAR
4-6	3	Delivery Destination/Pickup Point	
7	1	Type CRR Activity	1 or 2/Note 1
8-22	15	Stock Number	
23-24	2	Unit of Issue	
25-29	5	Quantity	
30-43	14	Document Number	Note 2
44	1	Supply Condition Code	F(UNSER)
45-50	6	Supplementary Addresses	Note 3
51	1	Transaction Exception Code	Note 4
52	1	Reparable Asset Location Code	1 or 2/Note 5
53-54	2	Urgency Justification Code	Note 6
55-56	2	System Designator	
57-59	3	Project Code	440
60	1	Force Activity Designator	Note 7
61	1	Blank	
62-64	3	Routing Identifier Code	Note 9
65-72	8	Blank	
73-80	8	Shipping Document/Requisition Number	Note 8

NOTES:

1. One equals SBLC. Two equals non-SBLC.
2. Activity code must be E (position 30) for equipment items and P for supplies.
3. SRAN of calibration/repair activity.
4. Must be 6, @ (7-8 punch) or blank.
5. One equals customer control asset. Two equals in-warehouse asset.
6. Enter the applicable UJC. If blank on input, UJC CZ will be assigned by program control.

7. Leave blank unless the FAD of the requesting organization differs from the FAD of the organization being supported.
8. Required when transaction exception code is 6.
9. Enter applicable source of repair routing identifier code if known. If RIC is unknown, leave blank and JLS will be assigned.

ATTACHMENT 21S-1

RESERVED

21S1.1. Reserved For Future Use.

ATTACHMENT 21T-1

RESERVED

21T1.1. Reserved For Future Use.

ATTACHMENT 21U-1

RESERVED

21U1.1. Reserved For Future Use.

ATTACHMENT 21V-1

RESERVED

21V1.1. Reserved For Future Use.

ATTACHMENT 21W-1

RESERVED

21W1.1. Reserved For Future Use.

ATTACHMENT 21X-1

RESERVED

21X1.1. Reserved For Future Use.

ATTACHMENT 21Y-1

RESERVED

21Y1.1. Reserved For Future Use.

ATTACHMENT 21Z-1

RESERVED

21Z1.1. Reserved For Future Use.

ATTACHMENT 21AA-1

WEAPON CONTROL TRANSACTION CODES

21AA1.1. Purpose. To be used in position 7 of the DSM/DSB/DSC image to identify what action has been taken on a serialized control item.

21AA1.2. Codes And Descriptions.

Table 21AA1.1. Codes And Descriptions.

CODE	DESCRIPTION
A	Reserved
C	Inventory adjustment-gain
D	Shipment reversal
E	Intraservice/agency reconciliation
F	Shipment to foreign military sales/grant aid Shipment (issues) to general officers
H	Mass stock number change (DSB)
I	Interrogation/inquiry record (law enforcement inquiries)
J	Emergency suspense status; includes weapons shipped for mobilization (Army)
K	Multifield correction (DSA)
L	Inventory adjustment-loss
M	DODAAC/UIC mass change
N	Shipment to non-DOD agencies (excluding FMS/Grant Air shipments)
P	Procurement gains
Q	Notification of suspected loss; Report of Survey in progress
R	Receipt confirmation
S	Shipment between DOD activities
T	Confirmation of completed shipment
U	Found or recovered; Investigation/Report of Survey completed
V	Demilitarization; used by demilitarization activities to report destruction of weapon
W	Reserved
X	Reserved
Y	Reserved
Z	Initial registration and shipment. Serves dual purpose as codes B and S

ATTACHMENT 21AA-2

WEAPON CONTROL REPORT FOR AFMC/WR-ALC (DSM)

21AA2.1. Purpose. To report by serial number any change in the base asset position or location of SRC A items to AFMC/WR-ALC.

21AA2.2. Input Restrictions. Produced in-line under program control or manually prepared using the 249 and/or 250 serialized control record as the source record.

21AA2.3. Output. Weapon control report image for AFMC/WR-ALC.

21AA2.4. Input Format and Entry Requirements.

Table 21AA2.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier Code	DSM
4-6	3	Routing Identifier Code	Note 1
7	1	Weapon Control Transaction Code	Note 2
8-22	15	National Stock Number	
23-29	7	Reserved	
30-43	14	Document Number	
44	1	Suffix Code/Blank	Note 3
45-50	6	DODAAC--Shipped-to SRAN/Blank	Note 4, 8
51-56	6	DODAAC--Owning SRAN	Note 5
57-67	11	Serial Number	Note 6
68	1	Blank	
69-74	6	Shipped To/Owning SRAN	Note 7
75	1	Blank	
76-80	5	Transaction Date (YYDDD)	

NOTES:

1. FNL if going to AFEMS (type account E) or FLZ if going to the D184 (type account B).
2. Weapon control transaction code. Codes are listed in **Attachment 21AA-1**.
3. For weapon control transaction codes C, J, K, L, or M, do not enter the suffix code.
4. The following information applies:
   a. If position 7 is F, N, S, or Z, enter ship-to-SRAN.
   b. If position 7 is any other code, leave blank.
5. The owning SRAN is the base using the weapon.
6. Left justify. If the serial number is less than 11 digits, leave the remaining positions blank.
7. The following information applies:

a. If position 7 is P, N, F, S, or Z, enter ship-to-SRAN.
b. If position 7 is R, enter owning SRAN.
c. If position 7 is any other code, leave blank.

8. The shipped-to SRAN will be FY1346 when weapons have to be returned to the depot.

ATTACHMENT 21AA-3

TRIC/WEAPON CONTROL TRANSACTION CODE CROSS-REFERENCE TABLE

21AA3.1. Purpose. To identify what transactions generate Daily Change Reports (DSM) to AFEMS (C001) and D184.

Table 21AA3.1. TRIC/Weapon Control Transaction Code Cross-Reference.

TRIC OR REQUIRED ACTION	WEAPON CONTROL TRANSACTION CODE DSM = (POS 7)	DSM	DSB	DSC
1KT (gain)	BLANK	NO		
1KT (loss)	BLANK	NO		
1KT (decrease)	BLANK	NO		
DSR	BLANK	NO	YES	
FED (TTPC 5W)	R	YES	FET (gain) BLANK NO	
FET (loss)	BLANK	NO		
FIC (TTPC 3V)	H	NO	YES	
1WD (increase)	S	YES		
1WD (decrease)	S	YES		
FME (TTPC 5V)	S	YES		
IAD (gain)	C	YES		
IAD (loss)	L	YES		
ISU (auth to issue=A)	G	YES		
ISU/DOR (activity code = P,R,X)	K	YES		
ISU/DOR (activity code not equal P,R,X)	BLANK	NO		
MSI (activity code = P,R,S,X)	BLANK	YES		
MSI (activity code = C)	BLANK	NO		
MSI (decrease)	BLANK	NO		
REC	R	YES		
SHP/A2x/A4x	S	YES		
SHP/A2x/A4x/FTR (own service)	S	YES		
SHP/A2x/A4x (Army, contractor GSA, Navy, Marine Corps, DLA, Coast Guard, or Civil Agency)	S	YES		
SHP/A2x/A4x (MAP)	F	YES		
SHP/A2X/A4X (Other DOD)	N	YES		
TIN (activity code P,R,X,S, and org code unequal 005)	K	YES		
TIN (not activity code P,R,X, S, and org code equal 005)	BLANK	NO		

TRIC OR REQUIRED ACTION	WEAPON CONTROL TRANSACTION CODE DSM = (POS 7)	DSM	DSB	DSC
TRM	S	YES		
Serial # Change (add)	K	YES		
Serial # Change (delete)	K	YES		

ATTACHMENT 21AA-4

SMALL ARMS RECONCILIATION REPORT FOR AFMC/WRALC (DSR)-FORMAT ONE

21AA4.1. Purpose. To report changes by serial number for SRC A items to AFMC/WRALC for annual reconciliation.

NOTE: This format is not to be processed at a user terminal. See DSR format two (**Attachment 21AA-5**) for flagging a 249 or 250 detail record for subsequent processsing action.

21AA4.2. Input Restrictions. Program R46/NGV874 generates output for reconciliation with the Air Force Registry.

21AA4.3. Output. Small Arms Reconciliation Report for AFMC/WRALC.

21AA4.4. Input Format and Entry Requirements.

Table 21AA4.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier Code	DSR
4-6	3	Routing Identifier Code (TO)	FLZ
7	1	Weapon Control Transaction Code	E
8-22	15	National Stock Number	
23-29	7	Reserved	
30-43	14	Document Number	
44	1	Suffix Code	
45-50	6	Blank	
51-56	6	Owning SRAN	
57-67	11	Serial Number	Note 1
68	1	Blank	
69-74	6	Owning SRAN	Note 2
75	1	Blank	
76-80	5	Transaction Date	Note 3

NOTES:

1. Left justify. If the serial number is less than 11 digits, the remaining fields are left blank.
2. The owning SRAN is the base using the weapon.
3. The transaction date must not be any earlier than 30 April and no later than 20 May (120-130).

ATTACHMENT 21AA-5

WEAPONS SERIALIZED CONTROL INPUT (DSR) - FORMAT TWO

21AA5.1. Purpose. Depending on the type phrase used, this input will create or delete a serialized control detail (249 record), or an in-use serialized control (250 record), or will modify either one in preparation for subsequent inline processing. This format is to be used by the base-level user to modify records of serialized weapons at or received by his/her base. Up to ten (10) serial numbers may be processed with a single input.

NOTE: This input is used to identify to the SBSS a specific serialized control detail document number and serial number for processing. After processing the DSR, and prior to processing the subsequent transaction, it is imperative that only those serialized details just flagged with DSR have the appropriate action code. **EXAMPLE:** When using DSR to flag one or more 250 records for an inventory adjustment (type phrase - IADDTL), only those 250 records being adjusted may have a 250-ACTION-CODE of 'A' loaded. If any other records have this action code loaded, the program will produce a 616 reject. When processing the entire balance of a selected detail (250 record), or warehouse balance (249 record), this input is not required.

21AA5.2. Input Restrictions. None.

21AA5.3. Output. Creates, modifies or deletes selected serialized control detail (249 record) or in-use serialized control (250 record). No transaction history (901 record) is written by this transaction.

21AA5.4. Input Format and Entry Requirements. SCREEN DSR/203.

Table 21AA5.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier Code	DSR
4-6	3	Blank	
7	1	Transaction Code	* (asterisk)
8-22	15	National Stock Number	Note 6
23-29	7	Type Phrase	Table 21AA5.2., Note 5
30-43	14	Document Number	Note 1
44	1	Suffix Code/Blank	Note 2
45-56	12	Blank	
57-67	11	Serial Number 1	Note 3
81-91	11	Serial Number 2	
92-102	11	Serial Number 3	
103-113	11	Serial Number 4	
114-124	11	Serial Number 5	
125-135	11	Serial Number 6	
136-146	11	Serial Number 7	
147-157	11	Serial Number 8	
158-168	11	Serial Number 9	

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
169-179	11	Serial Number 10	
68	1	Blank	
69-74	6	Base Stock Record Account Number (SRAN)	Note 4
75	1	Blank	
76-80	5	Transaction Date (YYDDD)	

NOTES:

1. Enter the document number as it appears on the serialized control detail (249 record) or the in-use serialized control (250 record). When using DSR to load/create a serialized control detail (249 record) use the MILSTRIP requisition number of the receipt document or 99S input due-in detail. When creating an in-use serialized control (250 record) for RVP, use the stock number and document number being reverse-posted. The MILSTRIP document number must be proceeded by the stock record account number (examples FE420891510025, FB420892650099).
2. The suffix code is only used to identify a partial receipt to the computer. If your document number includes a suffix code, it must be input or the program will reject. Otherwise, leave this field blank.
3. Left justified, alpha/numeric. Do not use spaces prior to serial number. Enter up to ten (10) separate serial numbers. Use the serial number entry fields sequentially, i.e., if you have three serial numbers to process, use input entry fields 1, 2, and 3 - not 1, 4, and 7. If your serial number's first position is a zero, enter a zero. For example, serial number 012345 would read 012345(b)(b)(b)(b)(b) where (b) equals a blank.
4. Enter your base Stock Record Account Number (SRAN) in positions 69-74. For type account code 'E', enter FE then the address of your account. If the type account code is 'B', then enter FB. **EXAMPLE:** FE4659 or FB4300.
5. For FED processing, use Type Phrase 'SHIPPED'.
6. The input NSN must be loaded with a serialized report code of 'A' or program will produce a 619 reject.

The following information applies:

Table 21AA5.2. Type Phrase & Resulting Action.

TYPE PHRASE	RESULTING ACTION
SHIPPED Loads a serialized control detail (249 record) prior to REC processing.	This phrase will create a serialized control record (249 detail) reflecting the stock number, SRAN/ MILSTRIP document number, and serial number when a requisition is initiated by your activity and the item is received. A serialized control detail (249 record) will be created for each item for subsequent REC processing.

TYPE PHRASE	RESULTING ACTION
ISU/DOR Prepares a serialized control detail (249 record) for issues, due-out releases, shipments, transfers, and condition code changes.	This phrase is used to identify a specific stock number and serial number to be issued or due-out released from on-hand warehouse balance. (The existing 249 record document number does not have to be changed to coincide with the requester's document number for followon processing.) This phrase is also used for shipments, transfers, and condition changes when the total on-hand quantity in the warehouse is not to be released. The program will locate and modify a serialized control detail (249 record) based on the input stock number, document number, and serial number if loaded the 249-ACTION-CODE will be set to an 'I'.
MSI Prepares an in-use serialized control (250 Record) prior to processing an MSI from a Readiness Spares Package, MSK, T-MSK, Supply Point or WRM details.	This phrase is used to identify a specific stock number, document number (Readiness Spares Package, MSK, T-MSK, Supply Point, and WRM details) and serial number to be released by MSI processing when the total on-hand quantity of the detail is not to be released. The program will locate and modify the in-use serialized control (250 record) based on the input stock number, document number, and serial number. If the in-use serialized control detail (250 record) is loaded, an 'M' will be set in position one of the 250-ACTION-CODE field.
TURN-IN Prepares an in-use serialized control (250 record) prior to processing a TIN from a Readiness Spares Package, MSK, T-MSK, SPRAM, Authorized In-Use, Supply Point, or WRM details. When an in-use serialized control (250 record) is not loaded, this phrase will create a serialized control detail (249 record) with a blank 249-RECEIPT-CODE field.	This phrase is used to identify a specific stock number, detail document number, (Readiness Spares Package, MSK, T-MSK, SPRAM, Authorized In-Use, Supply Point, and WRM) and serial number when the entire detail quantity will not be turned in. The program will locate and modify the in-use serialized control (250 record) based on the input stock number, document number, and serial number. If the 250 record is loaded, a 'T' will be set in position 1 of the 250-ACTION-CODE field. If a 250 record is not loaded, the program will create a serialized control detail (249 record) with a blank 249-RECEIPT-CODE field.

TYPE PHRASE	RESULTING ACTION
DEPLOY Prepares in-use serialized control (250 record) from a Readiness Spares Package, MSK, SPRAM, Authorized In-Use, or WRM detail for deployment when entire quantity of detail is not to be deployed.	This phrase is used to identify a specific stock number, detail document number, (Readiness Spares Package, MSK, T-MSK, SPRAM, Authorized In-Use, and WRM details) and serial number to be deployed when the total on-hand quantity of the detail is not to be deployed. The program will locate and modify the in-use serialized control (250 record) based on the input stock number, document number, and serial number. A 'D' will be set in position 1 of the 250-ACTION-CODE field if the in-use serialized control (250 record) is loaded.
RETURN Prepares an in-use serialized control (250 record) from a Readiness Spares Package, MSK, T-MSK, SPRAM, Authorized In-Use, or WRM detail for return from deployment.	This phrase is used to identify a specific stock number, detail document number, (Readiness Spares Package, MSK, T-MSK, SPRAM, Authorized In-Use, and WRM details) and serial number to be returned from deployment when the total on-hand quantity of the detail will not be returned. The program will locate and modify the in-use serialized control (250 record) based on the input stock number, document number, and serial number. An 'R' will be set in position 1 of the 250-ACTION-CODE field if the in-use serialized control record is loaded.
TRANFER - (Note the spelling of this phrase). Prepares an in-use serialized control (250 record) from a Readiness Spares Package, MSK, T-MSK, SPRAM, Authorized In-Use, or WRM detail for transfer to another accountable officer or base.	This phrase is used to identify a specific stock number, detail document number, (Readiness Spares Package, MSK, T-MSK, SPRAM, Authorized In-Use, and WRM details) and serial number to be selected for transfer when the total on-hand quantity of the detail will not be transferred. The program will locate and modify the in-use serialized control (250 record) based on the input stock number, document number, and serial number. A 'T' will be set in position 1 of the 250-ACTION-CODE field if the in-use serialized control (250 record) is loaded.

TYPE PHRASE	RESULTING ACTION
FET Prepares in-use serialized control (250 record) from an Authorized In-Use or SPRAM detail for a transfer between equipment custodians.	This phrase is used to identify a specific stock number, detail document number, (Authorized In-Use and SPRAM details) and serial number to be selected for transfer between equipment custodians when the total on-hand quantity of the detail will not be transferred. The program will locate and modify the in-use serialized control (250 record) based on the input stock number, document number, and serial number. An 'F' will be set in position one of the 250-ACTION-CODE field if the in-use serialized control record is loaded.
1KT Prepares an in-use serialized control (250 record) from a Readiness Spares Package, MSK, T-MSK, or WRM detail for transfer between kits.	This phrase is used to identify a specific stock number, detail document number, (Readiness Spares Package, MSK, T-MSK, and WRM details) and serial number to be selected for transfer between kits when the total on-hand quantity of the detail will not be transferred. The program will locate and modify the in-use serialized control record (250 detail) based on the input stock number, document number, and serial number. A 'K' will be set in position one of the 250-ACTION-CODE field if the in-use serialized control record is loaded.
DELETE Will delete a serialized control record (249 detail) when the 249 RECEIPT-CODE is blank.	This phrase is used to delete a specific serialized control detail (249 record) based upon the stock number, document number and serial number of the input. If the 249-RECEIPT-CODE is equal to a blank, the record will be deleted. (To blank a 249-RECEIPT-CODE, use type phrase RVPREC.)
IADITM Will create or delete a serialized control detail (249 record) when adjusting an overage or shortage in serviceable stock.	This phrase is used when there is a shortage/overage of serviceable stock in the warehouse. If the serialized control detail (249 record) is loaded the program will locate the specific stock number, document number, and serial number and store an 'A' in the 249-ACTION-CODE. If the serialized control detail (249 record) is not loaded the program will create one and an 'A' will be stored in the 249-ACTION-CODE field.

TYPE PHRASE	RESULTING ACTION
IADDTL Will create or modify an in-use serialized control (250 record) when adjusting an overage or shortage on a Readiness Spares Package, MSK, T-MSK, SPRAM, Authorized In-Use, Supply Point, or WRM detail.	This phrase is used when there is a shortage/overage for a specific detail document number (Readiness Spares Package, MSK, T-MSK, SPRAM, Authorized In-Use, Supply Point, and WRM details). The program will locate the specific stock number, document number, and serial number and store an 'A' in position one of the 250-ACTION-CODE. If the in-use serialized control (250 record) is not loaded the program will create one and store an 'A' in the 1st position of 250-ACTION-CODE.
RVPISU or RVPDOR Will create a serialized control detail (249 record) for subsequent reverse post of an activity code 'X', 'R', 'J', or 'P' issue or due-out release. Will delete an existing in-use serialized control (250 record) and create a serialized control detail (249 record) with an 'R' in the 249-RECEIPT-CODE field and a blank 249-ACTION-CODE field for issues or due-out releases from activity codes other than 'X', 'R', 'J', or 'P'.	These phrases are used for reverse-post of issue and due-out release. If the activity code in the document number being reverse-posted is equal to an 'X', 'R', 'J', or 'P', the program will create a serialized control detail (249 record) with an 'R' in the 249-RECEIPT-CODE. If the activity is other than 'X', 'R', 'J', or 'P', then the program will delete the in-use serialized control (250 record) and create a serialized control detail (249 record) with an 'R' in the 249-RECEIPT-CODE, and the 249-ACTION-CODE will be blanked.
RVPMSI Will create an in-use serialized control (250 record) prior to reverse posting an MSI from a Readiness Spares Package, MSK, T-MSK, SPRAM, Authorized-In-Use, Supply Point, or WRM detail.	This phrase is used for reverse post of MSI for a specific detail document number (Readiness Spares Package, MSK, T-MSK, SPRAM, Authorized-In-Use, Supply Point, and WRM details). The program will create an in-use serialized control (250 record).
RVPSHP, RVPA2(x), RVPFTR, RVPA4(x), or RVPA5J Will create a serialized control detail (249 record) prior to processing a reverse post on the above TRICs.	These phrases are used for reverse post of shipments. The program will create a serialized control detail (249 record) and store an 'R' in the 249-RECEIPT-CODE field.
RVPREC Will blank the 249-RECEIPT-CODE on a serialized control detail (249 record) prior to reverse posting an REC.	This phrase is used for reverse post of a receipt. The program will locate and modify a serialized control detail (249 record) based on the input stock number, document number, and serial number. If loaded the 249-RECEIPT-CODE will be blanked.
RVPTIN Will delete a serialized control detail (249 record) when the 249-RECEIPT-CODE is 'R'. Will create an in-use serialized control detail (250 record) if the activity code of the TIN to be reverse posted is other than 'X', 'R', 'J', or 'P'.	This phrase is used for reverse post of turn-ins. The program will locate and delete a serialized control detail (249 record) based on the input stock number, document number, serial number and if the 249-RECEIPT-CODE is equal to an 'R'. If the activity code in the document number being reverse posted is other than 'X', 'R', 'J', or 'P' the program will create an in-use serialized control (250 record).

TYPE PHRASE	RESULTING ACTION
INVITM Updates the serialized control detail (249 record) date of last inventory on items stored in the warehouse.	This phrase is used to identify assets that where inventoried in the warehouse that were included in the 3 percent lot of sealed containers. The program will locate the specific stock number, document number, and serial number and store the 002-ORDINAL-DATE in the 249-DATE-OF-LAST-INVENTORY.
INVDTL Updates the in-use serialized control (250 record) date of last inventory on items on Readiness Spares Package, MSK, T-MSK, SPRAM, Authorized In-Use, Supply Point and WRM details.	This phrase is used to identify a specific detail document number (Readiness Spares Package, MSK, T-MSK, SPRAM, Authorized In-Use, Supply Point and WRM details), that were inventoried and included in the 3 percent lot of sealed containers. The program will locate the specific stock number, document number and serial number and store the 002-ORDINAL-DATE in the 250-DATE-OF-LAST-INVENTORY.
RESITM Resets the 249-ACTION-CODE from ‘I’ or ‘A’ to blank.	This phrase is used to reset the 249-ACTION-CODE from an ‘I’ or ‘A’ to a blank when serialized control details (249 record) are marked in error.
RESDTL Resets the 250-ACTION-CODE from a ‘A’, ‘D’, ‘F’, ‘K’, ‘M’, ‘R’, ‘T’, or ‘S’ to a blank.	This phrase is used to reset the 1st position of the 250-ACTION-CODE from a ‘A’, ‘D’, ‘F’, ‘K’, ‘M’, ‘R’, ‘T’, or ‘S’ to a blank when in-use serialized control (250 record) are marked in error.
RDO Prepares an in-use serialized control (250 record) for A2(x) or A4(x) processing on a MSK T-MSK, or Supply Point detail.	This phrase is used to identify a specific stock number, detail document number (MSK, T-MSK, or Supply Point), and serial number to be released by A2(x)/A4(x) processing, when the total on-hand quantity of the detail is not released. The program will locate and modify the in-use serialized control (250 record) based on the input stock number, document number, and serial number. If the in-use serialized control (250 record) is loaded an “S” will be placed in position one of the 250-ACTION-CODE.
RVPRDO To create an in-use serialized control (250 record) for subsequent reverse posting of an A2(x) or A4(x) on a MSK, T-MSK, or Supply Point detail.	This phrase is used for reverse-post of A2(x)/A4(x) for a specific detail document number on an in-use serialized control (250 record) on MSK, T-MSK, or Supply Point detail. The program will create an in-use serialized control (250 record).

ATTACHMENT 21AA-6

SMALL ARMS ERROR TRANSACTION REJECT CODES

21AA6.1. Purpose. To explain the reject messages on online or on reject transactions and the actions necessary to correct the errors Warner Robins ALC has identified in the Weapon Control Report (DSM) and Small Arms Reconciliation (DSR).

21AA6.2. Error Codes and Message/Solutions.

Table 21AA6.1. Error Codes and Message/Solutions.

ERROR CODE	ERROR MESSAGE/SOLUTION
05	Error Message: A small arms record exists on the Component Registry master file, but the reporting activity did not submit E reconciliation record. Solution: Verify active/inactive records. If the weapon is on active file, return the error transaction to the Component Registry with the required transaction code in position 7 to indicate that the Component Registry is correct. This action will remove the reject suspense and stop any followup action.
07	Error Message: Identifies a reconciliation request submitted to the Component Registry that shows another reporting activity as the owner. The reject is included in the small arms record reject suspense file, which must be cleared to complete the reconciliation. Solution: Verify active/inactive records.
	a. If the document is a receipt, then request the shipping activity to submit required shipment transactions and resubmit error transaction with an R in position 7 and other pertinent data punched as required to post to master file and remove the reject suspense.
	b. If the document is not a receipt of a shipment and the weapon is physically on hand as reported, then take the necessary action outlined for duplicate serial numbers within the same NSN.
08	Error Message: Reflects confirmation that the Component Registry had added a serial number as a result of a reconciliation E transaction processed. No prior receipt of a transaction record received by the Component Registry. Solution: No action required. The reconciliation will be recorded in the next Component Registry master file update as an initial registration. The number of code 8 records posted to the Component Registry master file will be identified as summary information to the activity being reconciled.
1A	Error Message: NSN not equal to current NSN. Solution: For informational purposes. DOD Registry and Component Registry use this error code.
1B	Error Message: NSN invalid. Solution: For informational purposes. DOD Registry and Component Registry use this error code.
1C	Error Message: NSN table date invalid. Solution: For informational purposes. DOD Registry and Component Registry use this error code.
2A	Error Message: Document identifier code or routing identifier code invalid. Solution: Notify reporting activity of the error condition so that it can correct its files. Correct and resubmit transaction.
2B	Error Message: Serial number contains blanks. Solution: Notify reporting activity of the error and request a corrected transaction be submitted.
2C	Error Message: Transaction code invalid. Solution: Correct and resubmit transaction.
2D	Error Message: Unmatched stock number. Solution:

ERROR CODE	ERROR MESSAGE/SOLUTION
	a. If the stock number is not reportable, then notify the reporting units to discontinue reporting for this stock number.
	b. If the stock number is wrong, then notify the reporting activity of the error and request them to submit a corrected transaction
	c. If the stock number is valid and relevant, then prepare and submit transaction H to the computer.
2F	Error Message: Document number date incorrect. Solution: Verify, correct, and resubmit transaction.
2G	Error Message: Document serial number incorrect. Solution: Verify, correct, and resubmit transaction.
2J	Error Message: Invalid DODAAC/UIC from, or DODAAC/UIC to a mass change. Solution: Be sure that DODAAC/UIC from-to are valid and in the file; correct DODAAC/UIC.
2K	Error Message: DODAAC/UIC invalid in document number. Solution: Verify, correct, and resubmit transaction.
2L	Error Message: Transaction date invalid. Solution: Verify, correct, and resubmit transaction.
2M	Error Message: Action date greater than current date. Solution: Verify, correct, and resubmit transaction.
2O	Error Message: DODAAC/UIC invalid. Solution: Verify, correct, and resubmit transaction.
3A	Error Message: Document number interrogation exceeds limit. Solution: Correct and return transaction by next cycle. Notification will be by card/listing. Listings will show error code and narrative description.
3B	Error Message: Serial number interrogation exceeds limit. Solution: Same as 3A.
3C	Error Message: Stock number interrogation exceeds limit. Solution: Same as 3A.
3D	Error Message: DODAAC/UIC number interrogation exceeds limit. Solution: Same as 3A.
3F	Error Message: Transaction date prior to master date. Solution: Verify, correct, and resubmit transaction.
3G	Error Message: Unmatched transaction. Solution: Missing transaction(s). Verify, corrects and resubmit transaction.
3H	Error Message: New serial number matches previously established master file. There may be an error in the reported serial number, OR a duplicate serial number exists. Solution: Contact the reporting activity to verify the reported serial number if the serial number is incorrect. Correct and resubmit the transaction.
3I	Error Message: From DODAAC/UIC in transaction does not match DODAAC/UIC in master file. Solution: Verify, correct, and resubmit transaction.
3J	Error Message: Transaction matches on stock number but not on serial number. There may be an error in the serial number OR there are missing transactions in the computer. Solution: Verify, correct, and resubmit transactions.
3K	Error Message: Receipt transaction received before shipment transaction. Solution: Shipping activity must verify and submit required shipment transactions to enable receipt to post to Component Registry.
3L	Error Message: Input transaction is incompatible with master file. Solution: Compare the rejected transaction against the master file and then make the input transaction (position 7) compatible; for example, S transaction on the master file will accept R transaction only.

ERROR CODE	ERROR MESSAGE/SOLUTION
3M	Error Message: Duplicate on serial number, stock number, and transaction code. Solution: Request printout from the computer by stock number and serial number (transaction code 3). Check the transaction to see if it is an exact duplicate. If it is not, correct and resubmit the transaction.
3U	Error Message: NSN and weapons serial number duplicate another weapon on the master file. Solution:
	a. If either the NSN (positions 8-22) or the serial number (positions 57-67) of the weapon are incorrect, then resubmit a correct transaction. b. If the NSN and serial number are correct and the weapon was received from the activity shown in the master file, then submit receipt R transaction to the Component Registry. c. If the NSN and serial number are correct, and the weapon was not received from the activity shown on the master file, then follow the actions for duplicate serial numbers with same NSN.

ATTACHMENT 21AA-7

SMALL ARMS MASS STOCK NUMBER CHANGE REPORT FOR AFMC/WRALC

21AA7.1. Purpose. To report mass stock number changes for items with SRC A to AFMC/WRALC.

21AA7.2. Input Restrictions. Produced under program control as a result of FIC (TTPC 3V or 3T) online processing.

21AA7.3. Output. Small Arms Mass Stock Number Change Report.

21AA7.4. Input Format and Entry Requirements.

Table 21AA7.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier Code	DSB
4-6	3	Routing Identifier Code	FLZ
7	1	Weapon Control Transaction Code	H
8-22	15	National Stock Number (Old)	
23-37	15	National Stock Number (New)	
38-42	5	Effective Date (YYDDD)	
43-50	8	Blank	
51-56	6	DODAAC-Reporting Activity	Note 1
57-62	6	Accountable Activity	Note 2
63-80	18	Reserved	

NOTES:

1. Enter activity reporting mass stock number change.
2. Enter DODAAC/unit identification code (UIC) of the activity accountable for the weapon.

ATTACHMENT 21AA-8

SMALL ARMS CORRECTION REPORT FOR AFMC/WRALC (DSC)

21AA8.1. Purpose. To report changes by serial number for items with SRC A and correct DSR or DSF Reject Report received from AFMC/WR-ALC.

21AA8.2. Input Restrictions. Manually prepare the DSC image and transmit via SIFS to AFEMS (C001) or D184.

21AA8.3. Output. None.

21AA8.4. Input Format and Entry Requirements.

Table 21AA8.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier Code	DSC
4-6	3	Routing Identifier Code	FLZ
7	1	Weapon Control Transaction Code	Note 1
8-22	15	National Stock Number	Note 2
23-24	2	Reject Error Code	Note 1
25-29	5	Reject Date	Note 1
30-43	14	Document Number	Note 1
44	1	Suffix Code	Note 1
45-50	6	DODAAC-Shipped To/Received From	Note 2
51-56	6	DODAAC-Reporting Activity	Note 2
57-67	11	Serial Number	Notes 2, 3
68	1	Blank	
69-74	6	Accountable Activity	Note 2
75	1	Blank	
76-80	5	Transaction Date	Note 1

NOTES:

1. Use the information from the rejected transaction.
2. Use the information from the rejected transaction or enter the corrected item as specified in field designation.
3. Left justify. If the serial number is less than 11 digits, leave the remaining fields blank.

ATTACHMENT 21AA-9

SMALL ARMS REJECT/RECONCILIATION FOLLOWUP RECORD

21AA9.1. Purpose. This record is received from the Air Force Registry to notify a base that a reconciliation record or a reply to a rejected transaction has not been received. This record is input inline to produce a reconciliation file or a F122 Management Notice.

Table 21AA9.1. Follow-up Record.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Transaction Identification Code	DSF
4-6	3	Routing Identifier Code (To)	Note 1
7	1	Weapon Control Transaction Code	Note 2
8-22	15	National Stock Number	Note 2
23-24	2	Reject Error Code	Note 2
25-29	5	Reject Date	Note 2
30-43	14	Document Number	Note 2
44	1	Suffix Code	Note 2
45-50	6	DODAAC-Shipped To/Received From	Note 2
51-56	6	DODAAC-Reporting Activity	Note 2
57-67	11	Serial Number	Note 2
68	1	Blank	
69-74	6	Accountable Activity	Note 2
75	1	Blank	
76-80	5	Transaction Date	Note 2

NOTES:

1. This will reflect the routing identifier code of the activity to receive the followup (Base R/I).
2. These data are perpetuated from the original DSR record received by the Air Force Registry or are formatted by the Air Force Registry when an item is past the reconciliation criteria.

ATTACHMENT 21AA-10

SMALL ARMS MULTI-FIELD CORRECTION REPORT (DSA)

21AA10.1. Purpose.

21AA10.1.1. To report a change on a serial number to the interfacing systems (AFEMS (COO1) D184) when an XS1 transaction is processed on a 249 or 250 serial number record in the SBSS, or when NGV441 is processed to reidentify weapons.

21AA10.1.2. To correct an error when a DSR Format with the error code in positions 76-77 is received back from the D184, Serialized Control Small Arms System at Robins AFB GA.

21AA10.2. Input Restrictions. Produced under program control as a result of XS1 (TTPC 7R or 7S) online processing, or NGV441 (TTPC 3V or 3Y).

21AA10.3. Output. N/A

21AA10.4. Input Format and Entry Requirements.

Table 21AA10.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier Code	DSA
4-6	3	Routing Identifier Code	Note 1
7	1	Weapon Control Transaction Code	K
8-22	15	National Stock Number	
23	1	Blank	
24-29	6	DODAAC—Reporting Activity	Note 2
30	1	Blank	
31-41	11	Weapon Serial Number (WSN)	Note 3
42-56	15	New Stock Number/Blank	Note 4
57	1	Blank	
58-63	6	New DODAAC/Blank	Note 5
64	1	Blank	
65-75	11	New Weapon Serial Number/Blank	Note 6
76-80	5	Transaction Date	

NOTES:

1. FNL if going to AFEMS (type account E) or FLZ if going to the D184 (type account B).
2. SRAN must be entered. D184, Serialized Control Small Arms System, uses this field for routing rejects back to base submitting the DSA.
3. Enter change-from weapon serial number. This field cannot be blank.
4. Leave blank if no change in stock number.
5. Leave blank if no change in DODAAC.

6. Enter change-to weapon serial number.

ATTACHMENT 21AA-11

SERIALIZED CONTROL INPUT (XS1)

21AA11.1. Purpose.

21AA11.1.1. To be used to change the serial number on serialized control details.

21AA11.1.2. To be used to load serialized control details that have been erroneously deleted. Caution when using load option (L) as no edits are made on the input document number.

21AA11.1.3. To be used to delete serialized control details that have been erroneously loaded.

21AA11.2. Input Restrictions. None.

21AA11.3. Output. N/A.

21AA11.4. Input Format and Entry Requirements. Screen XS1/496.

Table 21AA11.1. Serialized Control.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	TRIC	XS1 Note 5
4	1	Blank	
5-6	2	System Designator	
7	1	Blank	
8-22	15	National Stock Number	
23-36	14	249/250 Document Number	Note 1
37-51	15	Change-From Serial Number	Note 2
52-66	15	Change-To Serial Number	Note 2
67	1	Action Code	Note 3
68-70	3	Deployed RID	
71	1	Record Type 249	Note 4
72	1	Record Type 250	Note 4

NOTES:

1. Document number of 249 or 250 serial number record.
2. Left justified.
3. C = Change, L = Load, D = Delete.
4. Place an **"X"** in the appropriate record type (249 or 250) field.
5. A DSA for weapons and an XHA for COMSEC items are created by program control when an XS1 is processed.

ATTACHMENT 21AB-1

COMSEC CONTROL TRANSACTION CODES

21AB1.1. Purpose. To be used in position 7 of the XHA image to identify what action has been taken on a serialized control item.

21AB1.2. COMSEC Control Transaction Code.

Table 21AB1.1. COMSEC Control.

CODE	DESCRIPTION	REMARKS/NOTES
B	Reserved	
C	Inventory Adjustment (gain)	IAD
D	Reserved	
E	Intra-service reconciliation with ESC/DIW	
F	Shipment to Foreign Military Sales/Aid	SHP, A2x, A4x
L	Inventory Adjustment (loss)	IAD
N	Shipment to Non-DODAAC activities (excludes FMS/Aid)	SHP, A2x, A4x
P	Procurement gain used for reporting local purchase receipts	
R	Receipts	REC
S	Shipment between DODAAC Activities and DRMO	SHP, A2x, A4x TRM
X	Serial Number/NSN adjustment and correction (delete/add)	XS1
Blank	Issues, turn-ins, due-out releases	ISU, MSI, TIN, DOR

ATTACHMENT 21AB-2

COMSEC CONTROL REJECT REPORT (XHB) - FORMAT ONE

21AB2.1. Purpose. To provide a record used by ESC/DIW to return rejects to reporting bases for correction. The reject record is in the same format as the XHA except the DIC in positions 1-3 is XHB, positions 25-29 contain the date (YYDDD) the XHA was rejected by the SNCS, and positions 72-75 identify the error by two-position error codes. COMSEC error notification codes are outlined in **Attachment 21AB-6**. Correct the errors and change the DIC to XHA and positions 4-6 to FPD if a type account B asset or FNL if a type account E asset. DIC XHA with FNL in positions 4-6 will be placed in the same file as the D24 for transmission to AFEMS (C001).

21AB2.2. Input Format and Entry Requirements.

Table 21AB2.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier Code	XHB
4-6	3	Routing Identifier Code TO	Note 1
7	1	COMSEC Control Transaction Code	
8-22	15	National Stock Number	
23-24	2	Blank	
25-29	5	SNCS Reject Date (YYDDD)	
30-44	15	Document Number and Suffix	
45-50	6	DODAAC - Shipped To/Received From	
51-56	6	DODAAC - Reporting Activity	
57-71	15	Serial Number	
72-75	4	Error Notification Codes	Note 2
76-80	5	Transaction Date (YYDDD)	

NOTES:

1. Routing Identifier code of the activity to receive the reject.
2. Two-digit error notification codes are used. Up to two separate errors can be identified on each record.

ATTACHMENT 21AB-3

COMSEC SERIALIZED CONTROL INPUT (XHB) - FORMAT TWO

21AB3.1. Purpose. Depending on the type phrase used, this input will create or delete a serialized control detail (249 record) or an in-use serialized control (250 record), or will modify either one in preparation for subsequent inline processing. This format is to be used by the base level user to modify records of serialized COMSEC assets at or received by his/her base. Up to ten (10) serial numbers may be processed with a single input.

NOTE: This input is used to identify to the SBSS a specific serialized control detail document number and serial number for processing. After processing the XHB, and prior to processing the subsequent transaction, it is imperative that only those serialized details just flagged with XHB have the appropriate action code. **EXAMPLE:** When using XHB to flag one or more 250 records for an inventory adjustment (type phrase - IADDTL), only those 250 records being adjusted may have a 250-ACTION-CODE of 'A' loaded. If any other records have this action code loaded, the program will produce a 616 reject. When processing the entire balance of a selected detail (250 record), or warehouse balance (249 record), this input is not required.

21AB3.2. Input Restrictions. None.

21AB3.3. Output. Creates, modifies or deletes selected serialized control detail (249 record) or in-use serialized control (250 record). No transaction history (901 record) is written by this transaction.

21AB3.4. Input Format and Entry Requirements. SCREEN XHB/222.

Table 21AB3.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier Code	XHB
4-6	3	Blank	
7	1	Transaction Code	* (asterisk)
8-22	15	National Stock Number	Note 6, 7
23-29	7	Type Phrase	Table 21AB3.2., Note 5
30-43	14	Document Number	Note 1, 7
44	1	Suffix Code/Blank	Note 2
45-50	6	Blank	
51-56	6	Base Stock Record Account Number (SRAN)	Note 4
57-71	15	Serial Number 1	Note 3
81-95	15	Serial Number 2	
96-110	15	Serial Number 3	
111-125	15	Serial Number 4	
126-140	15	Serial Number 5	
141-155	15	Serial Number 6	
156-170	15	Serial Number 7	
171-185	15	Serial Number 8	

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
186-200	15	Serial Number 9	
201-215	15	Serial Number 10	
72-75	4	Blank	
76-80	5	Transaction Date (YYDDD)	

NOTES:

1. Enter the document number as it appears on the serialized control detail (249 record) or the in-use serialized control (250 record). When using XHB to load/create a serialized control detail (249 record) use the MILSTRIP requisition number of the receipt document or 99S input due-in detail. When creating an in-use serialized control (250 record) for RVP, use the stock number and document number being reverse-posted. The MILSTRIP document number must be proceeded by the stock record account number (examples FE420891510025, FB420892650099).
2. The suffix code is only used to identify a partial receipt to the computer. If your document number includes a suffix code, it must be input or the program will reject. Otherwise, leave this field blank.
3. Left justified, alpha/numeric. Do not use spaces prior to the serial number. Enter up to ten (10) separate serial numbers. Use the serial number entry fields sequentially, i.e., if you have three serial numbers to process, use input entry fields 1, 2, and 3 - not 1, 3, and 5. If your serial number's first position is a zero, enter a zero. For example, serial number 012345 would read 012345(b)(b)(b)(b)(b) where (b) equals a blank.
4. Enter your base Stock Record Account Number (SRAN) in positions 51-56. For type account code 'E', enter FE then the address of your account. If the type account code is 'B', then enter FB. **EXAMPLE:** FE4659 or FB4300.
5. For FED processing, use Type Phrase 'SHIPPED'.
6. The input NSN must be loaded with a serialized report code of 'C' or program will produce a 619 reject.
7. When attempting to process a shipment from a kit, first process a serviceable TIN to stock, taking care the asset doesn't release to another requirement, and then process a SHP from serviceable stock.

21AB3.5. The Following Information Applies.

Table 21AB3.2. Type Phrase and Resulting Action.

TYPE PHRASE	RESULTING ACTION
SHIPPED Loads a serialized control detail (249 record) prior to REC processing.	This phrase will create a serialized control record (249 detail) reflecting the stock number, SRAN/MILSTRIP document number, and serial number when a requisition is initiated by your activity and the item is received. A serialized control detail (249 record) will be created for each item for subsequent REC processing.

TYPE PHRASE	RESULTING ACTION
ISU/DOR Prepares a serialized control detail (249 record) for issues, due-out releases, shipments, transfers, and condition code changes.	This phrase is used to identify a specific stock number and serial number to be issued or due-out released from on-hand warehouse balance. (The existing 249 record document number does not have to be changed to coincide with the requester's document number for followon processing.) This phrase is also used for shipments, transfers, and condition changes when the total on-hand quantity in the warehouse is not to be released. The program will locate and modify a serialized control detail (249 record) based on the input stock number, document number, and serial number. If loaded the 249-ACTION-CODE will be set to an 'I'.
MSI Prepares an in-use serialized control (250 Record) prior to processing a MSI from a Readiness Spares Package, MSK, T-MSK, Supply Point or WRM details.	This phrase is used to identify a specific stock number, document number (Readiness Spares Package, MSK, T-MSK, Supply Point, and WRM details) and serial number to be released by MSI processing when the total on-hand quantity of the detail is not to be released. The program will locate and modify the in-use serialized control (250 record) based on the input stock number, document number, and serial number. If the in-use serialized control detail (250 record) is loaded, an 'M' will be set in position one of the 250-ACTION-CODE field.
TURN-IN Prepares an in-use serialized control (250 record) prior to processing a TIN from a Readiness Spares Package, MSK, T-MSK, SPRAM, Authorized In-Use, Supply Point, or WRM details. When an in-use serialized control (250 record) is not loaded, this phrase will create a serialized control detail (249 record) with a blank 249-RECEIPT-CODE field.	This phrase is used to identify a specific stock number, detail document number, (Readiness Spares Package, MSK, T-MSK, SPRAM, Authorized In-use, Supply Point, and WRM) and serial number when the entire detail quantity will not be turned-in. The program will locate and modify the in-use serialized control (250 record) based on the input stock number, document number, and serial number. If the 250 record is loaded, a 'T' will be set in position one of the 250-ACTION-CODE field. If a 250 record is not loaded, the program will create a serialized control detail (249 record) with a blank 249-RECEIPT-CODE field.
DEPLOY Prepares in-use serialized control (250 record) from a Readiness Spares Package, MSK, SPRAM, Authorized In-Use, or WRM detail for deployment when entire quantity of detail is not to be deployed.	This phrase is used to identify a specific stock number, detail document number, (Readiness Spares Package, MSK, T-MSK, SPRAM, Authorized In-Use, and WRM details) and serial number to be deployed when the total on-hand quantity of the detail is not to be deployed. The program will locate and modify the in-use serialized control (250 record) based on the input stock number, document number, and serial number. A 'D' will be set in position 1 of the 250-ACTION-CODE field if the in-use serialized control (250 record) is loaded.

TYPE PHRASE	RESULTING ACTION
RETURN Prepares an in-use serialized control (250 record) from a Readiness Spares Package, MSK, T-MSK, SPRAM, Authorized In-Use, or WRM detail for return from deployment.	This phrase is used to identify a specific stock number, detail document number, (Readiness Spares Package, MSK, T-MSK, SPRAM, Authorized In-Use, and WRM details) and serial number to be returned from deployment when the total on-hand quantity of the detail will not be returned. The program will locate and modify the in-use serialized control (250 record) based on the input stock number, document number, and serial number. An 'R' will be set in position 1 of the 250-ACTION-CODE field if the in-use serialized control record is loaded.
TRANFER - (Note the spelling of this phrase). Prepares an in-use serialized control (250 record) from a Readiness Spares Package, MSK, T-MSK, SPRAM, Authorized In-Use, or WRM detail for transfer to another accountable officer or base.	This phrase is used to identify a specific stock number, detail document number, (Readiness Spares Package, MSK, T-MSK, SPRAM, Authorized In-Use, and WRM details) and serial number to be selected for transfer when the total on-hand quantity of the detail will not be transferred. The program will locate and modify the in-use serialized control (250 record) based on the input stock number, document number, and serial number. A 'T' will be set in position 1 of the 250-ACTION-CODE field if the in-use serialized control (250 record) is loaded.
FET Prepares in-use serialized control (250 record) from an Authorized In-Use or SPRAM detail for a transfer between equipment custodians.	This phrase is used to identify a specific stock number, detail document number, (Authorized In-Use and SPRAM details) and serial number to be selected for transfer between equipment custodians when the total on-hand quantity of the detail will not be transferred. The program will locate and modify the in-use serialized control (250 record) based on the input stock number, document number, and serial number. An 'F' will be set in position 1 of the 250-ACTION-CODE field if the in-use serialized control record is loaded.
1KT Prepares an in-use serialized control (250 record) from a Readiness Spares Package, MSK, T-MSK, or WRM detail for transfer between kits.	This phrase is used to identify a specific stock number, detail document number, (Readiness Spares Package, MSK, T-MSK, and WRM details) and serial number to be selected for transfer between kits when the total on-hand quantity of the detail will not be transferred. The program will locate and modify the in-use serialized control record (250 detail) based on the input stock number, document number, and serial number. A 'K' will be set in position 1 of the 250-ACTION-CODE field if the in-use serialized control record is loaded.
DELETE Will delete a serialized control record (249 detail) when the 249 RECEIPT-CODE is blank.	This phrase is used to delete a specific serialized control detail (249 record) based upon the stock number, document number and serial number of the input. If the 249-RECEIPT-CODE is equal to a blank, the record will be deleted. (To blank a 249-RECEIPT-CODE, use type phrase RVPREC.)

TYPE PHRASE	RESULTING ACTION
IADITM Will create or delete a serialized control detail (249 record) when adjusting an overage or shortage in serviceable stock.	This phrase is used when there is a shortage/overage of serviceable stock in the warehouse. If the serialized control detail (249 record) is loaded the program will locate the specific stock number, document number, and serial number and store an 'A' in the 249-ACTION-CODE. If the serialized control detail (249 record) is not loaded the program will create one and an 'A' will be stored in the 249-ACTION-CODE field.
IADDTL Will create or modify an in-use serialized control (250 record) when adjusting an overage or shortage on a Readiness Spares Package, MSK, T-MSK, SPRAM, Authorized In-Use, Supply Point, or WRM detail.	This phrase is used when there is a shortage/overage for a specific detail document number (Readiness Spares Package, MSK, T-MSK, SPRAM, Authorized In-Use, Supply Point, and WRM details). The program will locate the specific stock number, document number, and serial number and store an 'A' in position one of the 250-ACTION-CODE. If the in-use serialized control (250 record) is not loaded the program will create one and store an 'A' in the 1st position of 250-ACTION-CODE.
RVPISU or RVPDOR Will create a serialized control detail (249 record) for subsequent reverse post of an activity code 'X', 'R', 'J', or 'P' issue or due-out release. Will delete an existing in-use serialized control (250 record) and create a serialized control detail (249 record) with an 'R' in the 249-RECEIPT-CODE field and a blank 249-ACTION-CODE field for issues or due-out releases from activity codes other than 'X', 'R', 'J', or 'P'.	These phrases are used for reverse-post of issue and due-out release. If the activity code in the document number being reverse-posted is equal to an 'X', 'R', 'J', or 'P', the program will create a serialized control detail (249 record) with an 'R' in the 249-RECEIPT-CODE. If the activity is other than 'X', 'R', 'J', or 'P', then the program will delete the in-use serialized control (250 record) and create a serialized control detail (249 record) with an 'R' in the 249-RECEIPT-CODE, and the 249-ACTION-CODE will be blanked.
RVPMSI Will create an in-use serialized control (250 record) prior to reverse posting an MSI from a Readiness Spares Package, MSK, T-MSK, SPRAM, Authorized-In-Use, Supply Point, or WRM detail.	This phrase is used for reverse post of MSI for a specific detail document number (Readiness Spares Package, MSK, T-MSK, SPRAM, Authorized-In-Use, Supply Point, and WRM details). The program will create an in-use serialized control (250 record).
RVPSHP, RVPA2(x), RVPFTR, RVPA4(x), or RVPA5J Will create a serialized control detail (249 record) prior to processing a reverse post on the above TRICs.	These phrases are used for reverse post of shipments. The program will create a serialized control detail (249 record) and store an 'R' in the 249-RECEIPT-CODE field.

TYPE PHRASE	RESULTING ACTION
RVPREC Will blank the 249-RECEIPT-CODE on a serialized control detail (249 record) prior to reverse posting a REC.	This phrase is used for reverse post of a receipt. The program will locate and modify a serialized control detail (249 record) based on the input stock number, document number, and serial number. If loaded the 249-RECEIPT-CODE will be blanked.
RVPTIN Will delete a serialized control detail (249 record) when the 249-RECEIPT-CODE is 'R'. Will create an in-use serialized control detail (250 record) if the activity code of the TIN to be reverse posted is other than 'X', 'R', 'J', or 'P'.	This phrase is used for reverse post of turn-ins. The program will locate and delete a serialized control detail (249 record) based on the input stock number, document number, serial number and if the 249-RECEIPT-CODE is equal to an 'R'. If the activity code in the document number being reverse posted is other than 'X', 'R', 'J', or 'P' the program will create an in-use serialized control (250 record).
INVITM Updates the serialized control detail (249 record) date of last inventory on items stored in the warehouse.	This phrase is used to identify assets that were inventoried in the warehouse and that were included in the 3 percent lot of sealed containers. The program will locate the specific stock number, document number, and serial number and store the 002-ORDINAL-DATE in the 249-DATE-OF-LAST-INVENTORY.
INVDTL Updates the in-use serialized control (250 record) date of last inventory on items on Readiness Spares Package, MSK, T-MSK, SPRAM, Authorized In-Use, Supply Point and WRM details.	This phrase is used to identify a specific detail document number (Readiness Spares Package, MSK, T-MSK, SPRAM, Authorized In-Use, Supply Point and WRM details), that was inventoried and included in the 3 percent lot of sealed containers. The program will locate the specific stock number, document number and serial number and store the 002-ORDINAL-DATE in the 250-DATE-OF-LAST-INVENTORY.
RESITM Resets the 249-ACTION-CODE from 'I' or 'A' to blank.	This phrase is used to reset the 249-ACTION-CODE from an 'I' or 'A' to a blank when serialized control details (249 record) are marked in error.
RESDTL Resets the 250-ACTION-CODE from a 'A', 'D', 'F', 'K', 'M', 'R', 'T', or 'S' to a blank.	This phrase is used to reset the 1st position of the 250-ACTION-CODE from a 'A', 'D', 'F', 'K', 'M', 'R', 'T', or 'S' to a blank when in-use serialized control (250 record) are marked in error.
RDO Prepares an in-use serialized control (250 record) for A2(x) or A4(x) processing on a MSK T-MSK, or Supply Point detail.	This phrase is used to identify a specific stock number, detail document number (MSK, T-MSK, or Supply Point), and serial number to be released by A2(x)/A4(x) processing, when the total on-hand quantity of the detail is not released. The program will locate and modify the in-use serialized control (250 record) based on the input stock number, document number, and serial number. If the in-use serialized control (250 record) is loaded an "S" will be placed in position 1 of the 250-ACTION-CODE.

TYPE PHRASE	RESULTING ACTION
RVPRDO To create an in-use serialized control (250 record) for subsequent reverse posting of an A2(x) or A4(x) on a MSK, T-MSK, or Supply Point detail.	This phrase is used for reverse-post of A2(x)/A4(x) for a specific detail document number on an in-use serialized control (250 record) on MSK, T-MSK, or Supply Point detail. The program will create an in-use serialized control (250 record).

ATTACHMENT 21AB-4

COMSEC CONTROL REPORT (XHA)

21AB4.1. Purpose. To provide bases with the capability to report additions, deletions, and serial number changes for NSNs with SRC C to ESC/DIW. These reports are also used to perform the semiannual reconciliation with ESC/DIW. They are produced under program control or manually prepared using the 249/250 serialized report control record as the source. They are also created when processing the R46/NGV874 reconciliation report.

21AB4.2. Input Format and Entry Requirements.

NOTES:

Format 1: XHA format for reporting serial number activity other than NSN/serial number changes.

Table 21AB4.1. Format 1.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier Code (DIC)	XHA
4-6	3	Routing Identifier Code	Note 1
7	1	COMSEC Control Transaction Code	Note 2
8-22	15	National Stock Number (NSN)	
23-29	7	Reserved	
30-44	15	Document Number and Suffix	Note 3
45-50	6	DODAAC Shipped To/Received from	Note 4
51-56	6	DODAAC - Reporting Activity	Note 5
57-71	15	Serial Number	Note 6
72-75	4	Blank	
76-80	5	Transaction Date (YYDDD)	

Format 2: XHA for stock number/serial number changes:

Table 21AB4.2. Format 2.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	DIC	XHA
4-6	3	Routing Identifier	Note 1
7	1	COMSEC Control Transaction Code	Note 3
8-22	15	NSN	
23-37	15	Serial Number	Note 6
38-52	15	Change to NSN	Note 7
53-67	15	Change to Serial Number	Note 7
68-73	6	DODAAC - Reporting Activity	Note 5
74-75	2	Blank	
76-80	5	Transaction Date (YYDDD)	

NOTES:

1. FNL if going to AFEMS (type account E) or FLZ if going to the D184 (type account B).
2. This code is listed in **Attachment 21AB-1**.
   a. If the code is W, submit XHA according to FORMAT 2.
   b. If the TRIC is REC, and the source of supply is JBx, this position must be changed to P and positions 45-50 must be blank.
3. Blank if position 7 is C, E, or L.
4.
   a. If position 7 is F or S, enter ship to DODAAC.
   b. If position 7 is R, enter ship from DODAAC.
   c. For all others, leave blank.
5. Cannot be blank.
6. Left justify. If less than 15 positions, leave the remaining positions blank.
7. If a change to NSN or serial number is entered in this field the original NSN and/or serial number must be entered in the XHA.

ATTACHMENT 21AB-5

DIC/TRIC COMSEC CONTROL TRANSACTION CODE CROSS-REFERENCE TABLE

21AB5.1. Purpose. To interpret the COMSEC control transaction code used with a specific DIC/TRIC and explain what action to take.

21AB5.2. Cross-Reference Chart. COMSEC CONTROL.

Table 21AB5.1. Cross-Reference Chart.

DIC/TRIC OR REQUIRED ACTION	TRANSACTION CODE (XHA -- POS 7)	XHA
FED (TTPC 5W)	R	Yes
FME (TTPC 5V)	S	Yes
IAD (gain)	C	Yes
IAD (loss)	L	Yes
TRM	S	Yes
REC	R	Yes
SHP/A2x/A4x/FTR (own service)	S	Yes
SHP/A2x/A4x/(Army, contractor, GSA Marine Corps, Navy, DLA, Coast Guard or civil agency)	S	Yes
SHP/A2x/A4x/ (MAP)	F	Yes
SHP/A2x/A4x (other DOD)	N	Yes
XS1 Serial number change (delete)	X	Yes
XS1 Serial number change (add)	X	Yes
FET (gain)	Blank	No
FET (loss)	Blank	No
NSN change	Blank	No
1KT (decrease)	Blank	No
1KT (gain)	Blank	No
1KT (loss)	Blank	No
FKD	S	Yes
ISU/DOR (activity (code = P, R, or X)	Blank	No
MSI (activity code = R, X, or S)	Blank	No
TIN (activity code = P, R, X, or S)	Blank	No
ISU/DOR (activity code not = P, R, or X)	Blank	No
MSI (activity code C)	Blank	No
TIN (not activity code P, R, X, or S) (organization code = 005)	Blank	No

ATTACHMENT 21AB-6

COMSEC ERROR NOTIFICATION CODES

21AB6.1. Purpose. Provides a means for the HQ Cryptologic Systems Group, Information Assurance Directorate, (ESC/DIW), Lackland AFB, San Antonio, Texas, 78243 to identify errors in the COMSEC Control report (XHA) and COMSEC Reconciliation (XHA with COMSEC Control Transaction Code E). The ESC/DIW identifies the type error, the correction action required, and returns them to the reporting base for correction.

21AB6.2. Error Codes and Message/Solution. The following codes identify the type error codes and the corrective action required:

Table 21AB6.1. Error Codes and Message/Solution.

ERROR CODE	ERROR MESSAGE/SOLUTION
5A	ERROR MESSAGE: Document Identifier Code/Routing Identifier Code invalid. SOLUTION: Correct and resubmit the XHA.
5B	ERROR MESSAGE: NSN contains blanks or is invalid. SOLUTION: Verify the NSN from the 1CC record or source document and resubmit the XHA.
5C	ERROR MESSAGE: Invalid COMSEC Control Transaction Code. SOLUTION: Correct and resubmit the XHA.
5D	ERROR MESSAGE: Serial number not in the SNCS at ESC/DIW. SOLUTION: This code reflects confirmation of an added serial number from the reporting DODAAC. If the serial number reported was incorrect, resubmit another XHA. Otherwise no action is required.
5E	ERROR MESSAGE: Document number on the receipt confirmation unequal to the shipping document number. SOLUTION: Verify REC document number and resubmit XHA.
5F	ERROR MESSAGE: Document number date in error. SOLUTION: Verify, correct, and resubmit XHA.
5G	ERROR MESSAGE: XHA has been received with blank serial number. SOLUTION: Verify the serial number, enter it into the XHA and resubmit.
5L	ERROR MESSAGE: Transaction date not numeric or is invalid. SOLUTION: Verify, correct, and resubmit XHA.
5M	ERROR MESSAGE: Transaction date is greater than current date. SOLUTION: Verify, correct, and resubmit XHA.
6G	ERROR MESSAGE: Unmatched transaction. SOLUTION: Verify, correct, and resubmit XHA.
6H	ERROR MESSAGE: New serial number matches a previously established record submitted by another DODAAC. SOLUTION: Verify reported serial number, correct and resubmit XHA. If duplicate serial number exists, ESC/DIW will research the discrepancy for action required.
6I	ERROR MESSAGE: From DODAAC in the transaction does not match owning DODAAC in the SNCS master file. SOLUTION: Verify, correct, and resubmit XHA.
6J	ERROR MESSAGE: Transaction matches on NSN but not on serial number. SOLUTION: Either a serial number error exists in the transaction or not all transactions have been processed at ESC/DIW. Verify, correct, and resubmit XHA.

ERROR CODE	ERROR MESSAGE/SOLUTION
6K	ERROR MESSAGE: Receipt transaction incompatible with SNCS master file. SOLUTION: The shipping activity must verify and submit required XHA to enable the receipt to process in the SNCS.
6L	ERROR MESSAGE: Input transaction incompatible with SNCS master file. SOLUTION: Compare rejected transaction against the SNCS and take necessary action to make position 7 compatible. For example, an S transaction on the master file will accept an R transaction only.
6U	ERROR MESSAGE: NSN and serial number duplicates a record already in the SNCS master file. SOLUTION: Verify NSN and serial number reported. If incorrect, resubmit corrected XHA. If correct, submit an XHA with R in position 7 to update the receipt.
7A	ERROR MESSAGE: No reconciliation report (XHA/ POSITION 7 = E) has been submitted for this serial number from the owning DODAAC. SOLUTION: a. If a 1CC record is on file for this serial number, put XHA in positions 1-3, an E in position 7, today's date (YYDDD) in positions 76-80, and transmit to ESC/DIW. b. If the serial number was shipped to another activity, and a 1CC record is in the history file, put XHA in positions 1-3, T in position 7, the ship to DODAAC/COMSEC account number in positions 45-50, today's date (YYDDD) in positions 76-80, and transmit to ESC/DIW. c. If no serial number record exists in either the active or history file, put XHA in positions 1-3, a U in position 7, today's date (YYDDD) in positions 76-80, and transmit to ESC/DIW.
7B	ERROR MESSAGE: The required semiannual reconciliation report was not received from the owning DODAAC. SOLUTION: Process the R46/GV874 reconciliation report and transmit required XHA record(s) with E in position 7 to ESC/DIW.
7C	ERROR MESSAGE: Receipt transaction has not been received for a confirmed shipment to your DODAAC. SOLUTION: If the item has been received, submit XHA with an R in position 7. If the item has not been received tracer action may be required through the Transportation Management Office (TMO).

ATTACHMENT 21AB-7

COMSEC SERIAL NUMBER CHANGE (XHA) FORMAT TWO

21AB7.1. Purpose. To report a change on a COMSEC serial number when a XS1 transaction is processed on a 249 or 250 serial number record in the SBSS.

AB7.1.1. To correct an error when an XHB Format with the error code in positions 76-77 is received back from the D184, Serialized Control Small Arms System at Robins AFB GA.

21AB7.2. Input Restrictions. Produced under program control as a result of XS1 (TTPC 7R or 7S) online processing.

21AB7.3. Output. N/A

21AB7.4. Input Format and Entry Requirements.

Table 21AB7.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	DIC	XHA
4-6	3	Routing Identifier	Note 1
7	1	COMSEC Control Transaction Code	X
8-22	15	NSN	
23-37	15	Serial Number	Note 2
38-52	15	Change TO NSN	Blank
53-67	15	Change to Serial Number	Note 3
68-73	6	DODAAC-Reporting Activity	Note 4
74-75	2	Blank	
76-80	5	Transaction Date (YYDDD)	Note 5

NOTES:

1. FNL If type account E going to AFEMS first (AFEMS then forwards to the D184) or FPD if type account B which goes straight to the D184 (AFEMS does not register type account B).
2. This will be the incorrect serial number. Left justify the serial number. If less than 15 positions, leave the remaining positions behind the serial number blank.
3. This will be the correct serial number. Left justify the serial number. If less than 15 positions, leave the remaining positions behind the serial number blank.
4. Cannot be blank.
5. YYDDD when “FIX” processed.